

# Washington State Transportation Framework Partnerships Across The State

# Steering Committee Documents Catalog 2003

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Please visit the WA-Trans <u>History</u> page for previous versions of these documents.

#### Attendees:

Member	Association	Representing
Art Shaffer	WSDOT NW Region Maintenance & Ops	Alternate WSDOT
Sam Bardelson	US Geological Survey Washington Liaison	The National Map
Roland Behee	Community Transit	Transit Organizations
Joe Bowles	Walla Walla County Surveyor	East side local government
Chuck Buzzard	Pierce County GIS	West side local government
Tami Griffin	WSDOT Geographic Services	WA-Trans (Project Manager), Facilitator
Jerry Harless	Puget Sound Regional Council	MPO's, RTPO's
Wendy Hawley	Census Bureau	US Bureau of Census
Heather Rein	WSDOT NW Region Maintenance and Ops.	Alternate WSDOT
Dave Rideout	Spokane County Engineers Office	Spokane County
Gloria Skinner	WSDOT Office of Freight Strategy and	Freight Interests
	Policy	
Emily Terrell	City of Auburn Public Works	City Governments
Ian Von Essen	Spokane County GIS	E-911
Dave Wolfer	WA Department of Natural Resources	WADNR

Not Attending:

Member	Association	Representing
Tareq Al-Zeer	WSDOT NW Region Maintenance and Ops	WSDOT
Dave Cullom	Washington Utilities and Transportation	Pipelines, Utilities, Railroad
	Commission	
Dan Dickson	CRAB	CRAB
Tony Hartrich	Quinault Indian Nation	Quinault Indian Nation
Jennifer Sorensen	Lummi Planning Department	The Lummi Nation
Terry Strandberg	Tulalip Tribes Community Planning Office	Alternate representing the Tulalip Tribes

- Introductions, Status Questions, Action Item Review
- Review WA-Trans Tier II Private Data
- Draft Description for Security Utilities for WA-Trans
- Draft Measurement Definitions (questionnaire for pilots)
- Draft Description of "Access for Viewing and Downloading" for WA-Trans
- Draft Description of "Universal Translator"
- Review Target Accuracies and Draft Accuracy Standard
- Draft Description of Integration Software
- Review of Change Management Form and Issue Management Form
- Next Steps
- Review Action Items

# Introductions and Review Action Items

- Tami sent a status report out prior to the meeting.
- New steering committee participants were introduced. Gloria Skinner, representing freight interests, attended for the first time. Gloria is the Freight Strategies Specialist for the WSDOT Office of Freight Strategies and Policies. Emily Terrell from the City of Auburn has begun attending representing the interests of cities. She is a Transportation Planner and Grants Manager with the Public Works Department
- Tami discussed a key issue covered in the status report. That issue involved the issues resulting from the data-modeling meeting in Portland. Tami reported the decision made to define agreement points ("Duekers") for at-grade inter-modal connections. It was identified that we may need them when there is a change of data source. It was also felt we may need them when we cross a jurisdictional

- boundary, not just when the data provider changes. Especially when we may get data from one provider for the roads in the next jurisdiction. There data doesn't always end at that boundary.
- Tami reported that she spoke with George regarding using survey monuments to identify "Duekers". There may be a way we can combine this with an effort to upgrade the statewide network. However, Joe pointed out that the difficulty wasn't going to be between counties but between cities and counties.
- The second key issue resulting from the meeting in Portland was the issue of transportation modes that have structures (terminals) and boundaries. Airports and ferry terminals were the main concern here. There are also port facilities and railroad terminals. The question was whether to represent these in their entirety, which would involve polygons and point events. The data model does not include these items. Since the model is SQL and must be normalized, adding these items would require a different "layer" or model that could link back to the original. After much consideration it was decided that we would represent linear transportation features related to these terminals, but the polygon for the boundaries is more a cadastral function and the buildings were a structures function and would be more appropriately placed on those layers. Thus we will have connecting roads from public roads to ports and terminals, we will have runways and staging areas for ferry terminals. But attribution will place restrictions on the use and types of vehicles that can run on these segments. The data may not be available yet for these, but to serve emergency management we must support the ability to represent them and locate them.
- Tami shared Dan Dickson's response regarding CRAB's CRIS data. Dan sent Tami an e-mail listing 7 required fields. In Mobility there are several others that include: Federal Function Class, Pavement Width, Jurisdiction, Truck Route, Pavement Type, Pavement Width, ADT, Number of Travel Lanes, Medians, Federal Route, Shoulders (Paved, Unpaved, width, Pave type), Curbing, Bicycle Lanes. Action Item Since we don't have information on format regarding these items Dave Rideout volunteered to rough up something regarding what Spokane County entered for CRIS data.
- Wendy shared on two of her action items. Regarding the comparison of the ISB Metadata Standard
  to ESRI and FGDC Wendy reported that we want to go with ISB, which is FGDC compliant with a
  different order. ESRI's version is very minimal and would not be recommended in Wendy's opinion.
  Wendy is producing a spreadsheet with a field-by-field comparison that will be sent out when it is
  complete.
- The second action item Wendy reported on was the continuing extract effort. She will no longer be able to provide extracts from the Census Bureau of the interviews they are doing with local governments and tribes regarding their GIS data. However, the Bureau will be developing a quarterly report which will be much more accessible and will be related to state agencies in February. Wendy will keep us informed on that and put us on the list to receive it.
- Tami brought up the issue of time reporting. She attended Grant Writing Training and part of the training involved the audit process of "in-kind" contributions for grants. Both during the grant and any used in getting the grant is very carefully audited and must be proved. Thus time reporting is very important. However, it isn't working. It was suggested that a log sheet be made available at meetings. Each steering committee member can fill it out and those video-conferencing can do it verbally and Tami will document it. Each member needs to have the hours spent in that meeting being reported, travel time and costs and any work preparing for the meeting or doing action items. This will begin in January. *Action Item* Tami will bring a log sheet for reporting of time to the meetings. *Action Item* Each steering committee member will come to each meeting prepared to report their time for the period between the last meeting and the current meeting and the time spent at the current meeting and traveling.
- Action items were reviewed and updates will be made to the action item document.

# Review WA-Trans Tier II Private Data

Jerry shared his description of data availability by Tiers or Types as he defined the data. One thing Tami wanted to get out the discussion was what questions she took to the Assistant AG's office.

Tami suggested that Type 1 description be modified to include data that was provided by tribes or private entities that they were willing to have shared.

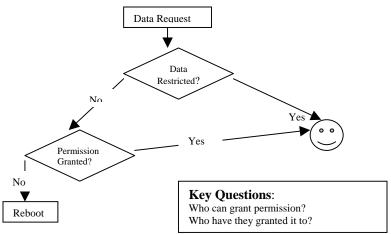
Ian had several concerns. He recognized that we weren't trying to dictate policy to local governments. He did some research that indicated that most local governments copyright their data, have license agreements and have access fees for use of their data. Public records laws allow for filing formal requires in relation to specific needs. King County has private data embedded in public data. Local governments want the state to use local data. That goal can be used as a carrot to facilitate participation. Gloria identified that CRAB was given a grant to develop county freight and goods systems that has a lot of data from locals. So there are a variety of ways to use local data without having a direct agreement. Ian continued to express concern about data that local governments want protected. It was agreed that this isn't Type 1 data.

There was discussion regarding the AG's office and what questions to pose to them. We may not be able to ask questions until we have a specific issue. We may want to gather license agreements from the participating agencies now to see what problems we may encounter. A possible question is "Who is authorized to sign license agreements, data agreements, etc". Can we do what we want for emergency management and have data not available to all. Lots of locals have entered into noon-release data sharing agreements with utilities for emergency management purposes. Also some are working through GDT. Chuck says one question that needs to be answered is that if a government agency has data from another agency or private sector can we request information requests for that data be submitted to the original data provider.

There were no changes that needed to be made to Jerry's document. This document can be found in Appendix A of these notes.

# **Draft Description for Security Utilities for WA-Trans**

Ian's concerns expressed during the discussion relating to the Types of data were asked to assist him in developing this description. He is concerned that local governments won't want to provide us with data if it is just to immediately be publicly released. One option for those who won't provide is to go to the Bureau of Census for the modernized data when it is available. We could also develop it from DNR orthophotos. Jerry developed this flowchart to illustrate what we need for security, at whatever level it is applied:



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Dave mentioned that if the data is collected for regulatory purposes it is always available. For instance the DNW will be collecting a lot of new data due to the new requirements for anyone owning land with trees on it that is five acres or more must report their roads, fish blockages and it becomes public information.

# **Draft Measurement Definitions (Questionnaire for Pilots)**

Linda Gerull from Pierce County developed a questionnaire for pilot participants to fill out. The goal of this is to provide some mechanisms to measure the product and use of the product for all who participate in a pilot and all who test the results of a pilot. Additionally it is expected the pilot team will produce detailed process and lessons learned documents.

There was feedback on the questionnaire. One thing immediately identified was that the short appearance means it is more likely to be filled out. Some other suggestions included some minor changes to the heading paragraph and the addition of a set of questions about the translator. Also a question needs to be added to section 2 about data sources and formats.

Chuck will return the feedback to Linda for updating.

**Action Item** – Chuck will send Tami an electronic copy of the survey so she can append it to the notes. The survey will be Appendix B of these notes. *Action Item* – Modify survey based on feedback received.

# <u>Draft Description of "Access for Viewing and Downloading" for WA-Trans</u>

Joe Bowles developed high level specifications for writing software to provide access for viewing and downloading WA-Trans. Feedback included that metadata needs to be explicitly mentioned. The group questioned whether we envision providing full-blown ArcIMS support that may be a big bandwidth hog. If you provide a super nice environment they will link to it and use it as is in other applications that will really bump the usage up. Do we want to provide real-time data services. Roland identified two options. Providing a clearinghouse. That would be a list of everything they can download or image maps that gives a method of grabbing areas of data.

Tami identified the possibility of using the Geospatial One Stop Portal in the future to allow more real-time access. Sam mentioned that there might be a grant process underway between Geospatial One Stop and USGS to provide some money to assist with this.

Joe said he would revise the requirements, maybe using Arc Catalog as a model for selecting data to download. It was discussed whether we wanted to give them cutting ability by congressional district. That became too complicated so it will be done by legal boundaries (counties, cities, reservations, state and federal boundaries).

Action Item – Joe will revise the requirements for Access for Viewing and Downloading. Appendix C contains the draft specifications Joe developed for the meeting.

# Draft Description of a "Universal Translator"

Jerry Harless presented the specifications he developed for a universal translator. This is considered a key element in the success of WA-Trans and needs to be in place as an early part of any pilot project. He missing saving the last section of his document "Data Output Translator. He described that as the flipside of input. Potentially it is more work for the user in specifying fields to translate to unless they want to expose the data to the translator and then an audit function could do some work.

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Projections in both directions need to be a part of the translators (added to Jerry's requirement list). South State Plane is available but we will limit use of we force North State Plane users to re-project everything. Chuck suggested \*.ini files tell us how we translate and have choices on the web site.

Rules we make about where we take data need to be communicated to the translator so we can clip at the translator stage. Then we need to communicate to the provider.

Linda had identified in her e-mail feedback provided to Jerry that adding QA/QC to the translator would be a good idea. Tami mentioned that she had seen QA/QC as a separate utility but if it is added to the translator is should also be added to the integration utility that Roland is defining. Roland mentioned that he has to figure out where the translator ends and the integrator begins.

*Action Item* – Jerry will update requirements based on input received. Appendix D contains Jerry's draft requirements he provided for the meeting.

# Review Target Accuracies and Draft Accuracy Standards

Dave Wolfer has had the assignment to provide a list of target accuracies based upon business needs and to use those to identify draft accuracy standards. He reviewed Ken Dueker and Paul Bender's "White Paper on Issues and Strategies for Building a Transportation Framework" for guidance. Dueker and Bender had identified accuracy for metropolitan areas and non-metropolitan areas. Each of these was broken down by level of quality into three levels. These were defined as high, medium and low. They defined data based upon spatial accuracy, update frequency, level of detail (attributes or features per segment) Linear accuracy which was a way to measure the LRM versus the real geography, and source scale.

Dave followed the format except he redefined metropolitan and non-metropolitan as urban, rural and remote (ag/forestry). The group went through the proposed accuracy standards and revised them as needed. The group felt that level of detail should be redefined as attribute completeness. Attribute completeness would be critical regarding address data. They also felt no one would understand or be able to provide a linear accuracy. They recommended expressing the accuracy in feet and not meters. Then the following values were agreed upon as target standards for accuracy:

	Urban			Rural			Remote (ag/forestry)		
	High	Med	Low	High	Med	Low	High	Med	Low
Spatial	1 ft.	5 ft.	40 ft	5 ft	40 ft	50 ft	40 ft.	50 ft.	100 ft
Accuracy									
Update	1 mos.	6 mos.	1 yr.	1 yr.	2 yrs.	3 yrs.	1 yr.	2 yrs.	5 yrs.
Frequenc									
y									
Attribute	95%	80%	70%	95%	80%	70%	N/A	N/A	N/A
Complete									
ness									
Source	1:1200	1:6000	1:24 K	1:6000	1:24 K	1:48 K	1:24K	1:48K	1:100K
Scale									

Dave also provided a list of accuracy levels by business needs and source area (urban, rural or remote). There was no time to review this and it will be review for the next meeting. *Action Item* - Review accuracy information in relationship to business needs provided by Dave Wolfer for discussion at January 26, 2004 meeting.

Appendix E provides the original target accuracy standards provided by Dave.

# Action Item Review, Closing

Due to time constraints we weren't able to complete the agenda. Those items will be discussed at the next meeting along with the new drafts revised from this meeting.

The next meeting will be held in Shoreline on January 26 in the WSDOT NW Region Headquarters Building at 15700 Dayton Avenue N. from 9 a.m. – 2 p.m.; Room 2F22. Please bring \$5.00 for lunch and I will bring food.

# Appendix A –

WA-TRANS Data Availability by type of Data Provider

### Assumptions:

- It is the intent of the WA-TRANS partners to facilitate the widest possible availability and distribution of WA-TRANS data, consistent with the statutory responsibilities and varying sovereignty of the data providers.
- WA-TRANS is not a GIS, but a data store for spatial data and attributes. As such, it must be translated into the native format of a potential user's GIS

### Type 1 Data:

Data provided by a Federal, State or Local Government Agencies subject to Federal and/or State public disclosure laws.

This is expected to form the bulk of the WA-TRANS data store and is freely available to all WA-TRANS users, preferably by web interface and/or direct FTP. The only limitation on access is that the user must also download the metadata.

### Type 2 Data:

Data provided by Federal, State or Local Government Agencies, which is statutorily, exempt from Federal and/or State public disclosure laws.

[Frankly I don't know if this exists or not for transportation, but the Priority Habitat/Species data produced by WDFW a decade ago fit this description.] These data would be governed by regulatory limits on their distribution. A prospective user will have to obtain proper authorization from the provider to download. However, once that authorization is obtained, it could be downloaded from WA-TRANS and thus would be compatible with other WA-TRANS data. Some users may not be eligible to use Type 2 Data.

### Type 3 Data:

Data provided by Federally Recognized, and other Indian Tribes.

Tribes are not subject to Federal and/or State public disclosure laws and may need to limit the availability of their transportation data in order to meet their own needs. Similar to Type 2 Data above, prospective users will need to secure authorization from the Tribal government which supplied the data in order to obtain it through WA-TRANS.

Type 4 Data:

Data provided by Private Firms or Individuals

Some private firms may have a proprietary interest in their transportation data, which they will lease to certain WA-TRANS users, but not wish to distribute to others who are not party to the lease agreement. Others, such as timber landowners, may wish to limit distribution of their transportation data so as to minimize trespassing, etc. on their lands.

Again, a prospective WA-TRANS user would need to obtain authorization from the data provider prior to downloading from WA-TRANS.

Note: While initial setup of the agreements and mechanisms for obtaining authorization to download restricted data sets may be time-consuming, it should be possible to automate much of it.

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# Appendix B – WATRANS Pilot Questionnaire

### **WATRANS Pilot Questionnaire**

Congratulations on the success of your Washington Transportation Framework Pilot project. Your results will help establish the content, schedule, activities and work for the WATRANS project. Your results will also help other agencies understand the work effort required and will enable agencies to optimize their work based on your "lessons learned". Please take the time to complete this questionnaire, which will be used to communicate your progress and results to the team.

1.	Agency Name	
	Pilot Project Contact	
	Pilot Project Phone and Email	
2.	GIS Size and Content of Pilot	
2.a	Size of roads dataset (MB)	
2.b	Number of road segments	
2.c	Size of other transportation datasets	
	(rail, ferry)	
2.d	What is the pilot's geographic area	
	(city, county, state, etc)	
3.	Pilot Project Scope	
3.a	Pilot project description	
	how did you use the framework	
3.b	Pilot costs – please describe the	
	general costs associated with your	
	project in terms of data, software,	
	hardware and staff time	
3.c	Pilot result	
	What final product was produced	
_	(data, analysis, map)	
4.	Pilot Database	
4.a	Did you use the WATRANS database structure?	
4.b	What problems did you find with the	
4.0	database content or structure	
4.c	Did you have to make changes to the	
4.0	database to produce your result	
4.d	What are your recommendations with	
1.0	regard to the WATRANS database	
4.e	What DBMS system was used (SQL	
	server, Oracle, etc)	
5.	Pilot Software	
5.a	What GIS software products or	
	processes did you use for your pilot	
5.b	Did you perform any GIS analysis and	
	if so what did you do	
5.c	Did you develop any software tools or	
	processes that work with the	
	WATRANS database, if so please	
<u> </u>	describe	
5.d	What was hardware platform and OS	
	used for the pilot	
6.	Pilot Conclusion	
6.a	What were your lesions learned	
	during this pilot project (this could	
	include data, software, hardware,	
	project management)	

# Appendix C

#### General

An ArcIMS web portal will be published to display the agency's core data sets as well as additional supportive layers for background and reference. Mapping functions will be available for both navigation and identification of data sets and layers. Review of business needs will be done to identify any use for providing thematic mapping or buffering capabilities. The interactive map page will allow the user to print maps on standard, legal and tabloid size pages.

Download of the data will be available both through the web map page by selecting the data to be downloaded from the map or through a link to a web page that enables a direct download of the data set in the preferred format. In addition effort should be made to design the site to allow connection to the data through the ArcIMS servlet connector to enable clients to use the data directly in ArcMap, ArcExplorer and ArcPad environments.

#### Structure

The website will be composed of the following pages:

- Framework overview
- Interactive Web map page
- Data Sets for Downloading
- Disclaimers/Release of liability to be read before accessing both Interactive mapping and data sets for downloading
- Resource links for other framework and supporting data layer sets

### Viewing

The following data sets will be included in the interactive web page. Core Transportation layers will be available for both viewing and distribution through the web portal. Reference layers listed below are to be used for viewing reference and interactive mapping purposes only and will not be available for downloading from the web site. The Transportation Framework committees will provide links to the originating agency's website for downloading or accessing of data sets belonging to other agencies.

#### **Core Data Sets**

- 1. Federal
- 2. State Highway system
- 3. Highway Ramps
- 4. State Mileposts 10 mile increments
- 5. Mileposts
- 6. Rest Areas
- 7. Scenic Highways
- 8. Local Roads
- 9. Bridges
- 10. Railroads
- 11. Ferry Transit Routes
- 12. Aviation Routes
- 13. Priority Programming
- 14. Engineering and Maintenance Districts
- 15. Organization Boundaries
- 16. Transportation Board Districts

#### **Reference Data Sets**

1. County Boundaries

- 2. Congressional Districts
- 3. Urbanized Areas
- 4. Reservation boundaries
- 5. Hydrography/Large water boundaries

### Additional Data Sets for Download/Access

- 1. CRIS Data
- 2. Survey Data
- 3. Anchor Data
- 4. Image Data

### Map functions to be made available:

- Identify/Select Layers to be shown
- Zoom in/out
- Full view
- Pan
- Search by:
  - o Location (regional, county or city)
  - o Identifiers (street names or intersections)
  - o Jurisdictional agency (federal, state or local authority)
- Identify features
- Select feature/Clear Selected
- Query Data
- Export Data by
  - o Selection
  - o Data set name
  - o All Data Sets shown

### **Access for Download**

Access for download should be made available through three primary means within the Transportation Framework web portal. The first point of access has been discussed above within the interactive map page.

The second point of access will be a traditional resource page that lists the data sets available by description, format and location. Downloading complete data sets through a traditional access page in tabular format will provide services for clients that may not have adequate internet access to support access of the interactive web page. These data sets would be available based upon their geographic extents, e.g. by state, county or regionally significant areas.

The third point of access would be made available by allowing the users to map to the data sets through either a servlet connector or a java connector to incorporate the data into their geodatabase sets. However, review of WSDOT's security needs and programming resources will define the feasibility of allowing access through an ArcIMS Servlet Connector or Java Connector allowing ArcMap, ArcExplorer and ArcPad clients to access the data.

### **Formats**

Formats to be made available for Download/Access

1. Shape files, ArcGIS feature data sets for ArcSDE, .dxf or .dgn,

- 2. .MDB, Excel, DBF, .txt,
- 3. JPEG, TIFF, bmp or GIF
- 4. Projection- Washington State Plane South NAD 83 only. (.PRJ files to be provided with shape files)

# Appendix D

Data Translators – High-Level Description

WA-TRANS Jerry Harless 10/29/03

## Background:

The prospective user community for the WA-TRANS data set includes a large number of federal, state and local agencies, tribes, private corporations, groups and individuals. Many of these have been maintaining GIS-T data for many years in formats and schemas that meet their own business needs. It is not reasonable to expect them to take on the time and expense to convert all these separate systems into the WA-TRANS data model. Thus, in order to be successful, WA-TRANS will need software tools to convert data from providers into the WA-TRANS model. Likewise, similar tools will be needed to convert WA-TRANS data for input into end users' systems.

### Assumptions:

- 1. The WA-TRANS data model will be suitable for direct loading into popular GIS software products (e.g. ESRI, etc.). In other words, the WA-TRANS data is usable in its native form without a translator.
- 2. Data providers have a significant investment in their GIS-T data models and schemas. They will not abandon these schemas to incorporate the WA-TRANS data model into their systems.
- 3. Data users, some of whom will also be data providers, also have established GIS-T data models and schemas and will not abandon these to incorporate the WA-TRANS data model into their systems.
- 4. Initial development of WA-TRANS will include data translators to facilitate conversion of GIS-T data between data providers/users and WA-TRANS
- 5. WA-TRANS data translator tools need to be extensible so as to accommodate a wide range of proprietary schemas.
- 6. WA-TRANS data translator tools need to automate as much of the translation process as possible so as to minimize the time and labor burden on potential data providers and users.

### General Characteristics:

- 1. Two-way data translators are needed: from local format/schema to WA-TRANS and from WA-TRANS to local format/schema.
- 2. WA-TRANS data translators will essentially operate as filters. Data in a local format/schema is taken as input and is output in the WA-TRANS data model. Conversely, WA-TRANS data is taken as input and output to the local format/schema.
- 3. Established data translators will need to be maintained for repeat data providers/users (e.g. a Pierce County data translator).
- 4. A translator wizard will be needed for new providers/users.
- 5. Translators must be able to input/output from/to a variety of GIS data models (e.g. e00 ESRI Coverages, Shapefiles, Geodatabase, ASCII, CAD?, etc.)

Data Input Translator (from local data to WA-TRANS)

- 1. The generic input translator is a filter with a defined output (WA-TRANS data model) and an openended input which must be defined by the user.
- 2. The translator needs to identify the local counterparts for the essential WA-TRANS data elements in order to reformat them into the WA-TRANS model.
- 3. An ideal software tool would be able to audit a sample of input data, say a ROADS coverage, read its metadata, and propose a translation (e.g. local "Roadname" field to WA-TRANS "Street Name").
- 4. A wizard interface would allow the local data steward to approve/change the proposed translations and identify those not found by the automated data audit.
- 5. The data translator must feed immediately to a QC/QA tool to validate data input for WA-TRANS and identify data problems.

Data Output Translator (from WA-TRANS to local data)

# Appendix F

Accuracy Standards										
	Urban				Rural			Remote (ag/forestsry)		
Level of quality	High	Medium	Low	high	Medium	Low	High	Medium	Low	
	+/-					+/-		+/-	+/-	
Spatial accuracy	1meter	+/-5meter	+/-10meter	+/-5meter	+/-10meter	15meters	+/-10meter	15meters	20meters	
Update Frequency	1 year	3 year	5 year	3 year	5 year	10 year	5 year	10 year	15 year	
Level of detail (atts/feature)	100	50	25	50	25	10	25	15	5	
Linear accuracy (?)										
Source Scale (non										
GPS or surveyed										
data)	1:1000	1:10000	1:24000	1:10000	1:24000	1:50000	1:24000	1:50000	1:100000	

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# Action Items December 8, 2003

December 8, 200	<u> </u>		
WA-Trans Steering Committee	Action Items L	ist	
What	Who	When	Status
Provide us with some idea of what formats for data Spokane County enters in CRIS.	Dave Rideout	January 26, 2003	Assigned
Bring log sheet for entry of time between December 9, 2003 – January 26, 2004	Tami Griffin	January 26, 2003	Assigned
Come to meeting prepared to report time for period after last meeting and next meeting including the day of the current meeting. (travel time and expenses included).	All SC Members	January 26, 2003	Assigned
Send Tami electronic copy of the Questionnaire for Pilots version presented at 12/8 meeting	Chuck Buzzard/Linda Gerull	ASAP	Assigned
Update Questionnaire for pilots based on feedback received at the meeting.	Chuck Buzzard/Linda Gerull	January 26, 2003	Assigned
Revise draft requirements for Access for Viewing and Downloading based on feedback received at the meeting.	Joe Bowles	January 26, 2003	Complete
Update requirements for the "Universal Translator" based on feedback received.	Jerry Harless	January 26, 2003	Assigned
Review accuracy information in relationship to business needs provided by Dave Wolfer for discussion at January 26, 2004 meeting.	SC Members	January 26, 2003	Assigned
Follow up with WSDOT regarding servers and hosting WA- Trans	Tami	Long term effort	In process
Trans		-	In process
Bring \$5.00 for lunch on January 26	All SC Members	January 26, 2003	Assigned
Discuss how the Map application Chuck wrote for WA-Trans web application can be used to show project progress and where it should be served from.	Tami and Chuck	ASAP	In Process (setting up meeting)
Develop draft description (high level specs) for security utilities for WA-Trans based on description of Tier 2 for WA-Trans.	lan V.	October 17, 2003	Assigned
Meet with the WSDOT assistant Attorney General to discuss this issue and get guidance on what our options are.	Tami	When completed with Tier 2 description and issues	Assigned
Refine the High Level Requirements Specifications on Integration for WA-Trans to specify what can be automated and describe that automation.	Roland	Dec. 1, 2003	In Process
Develop draft description (high level specs) for software utilities to facilitate QA/QC for WA-Trans	Dan D.	October 17, 2003	Reassigned to Jerry and Roland to add to

Note: Italicized items are prior to June 23 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

# Action Items December 8, 2003

December 6, 20				
WA-Trans Steering Committee	Action Items Li	ist		
What	Who	\	When	Status
				translator and integrator.
Turn WA-Trans into Census to provide us with quarterly	Wendy H.	ASA	1 <i>D</i>	On-going
extracts of survey data.		АЗА		On-going
Compare various versions of metadata standards (ESRI, WAGIC/ISB, FGDC) and report on differences.	Wendy H.	0cto 200	ober 17, 13	In process
Write a proposal for use of DOT pooled research funding for OR/WA pilot with ODOT.	Tami	exal	en an mple is eived.	In Process
Provide results from CRAB survey to WA-Trans.	Dan When completed		In Process	
Work with Nick Marquardt, PSRC, and TNM to develop scope of pilot project.	Tami, Jerry	ASA		In process
Track monthly time/travel investments on the web application. (http://icicle.co.pierce.wa.us/watrans/da/da_frm_time.htm)	SC Member		Last Reported	# of Months Reported
	Tareq Al-Zeer		June 03	4
	Sam Bardelson			
	Roland Behee		Sept 03	5
	Joe Bowles		Feb. 03	2
	Chuck Buzzard		Apr. 03	3
	Dave Cullom		Sept. 03	3
	Dan Dickson		Feb. 03	1
	Jerry Harless			0
	Wendy Hawley		Sept. 03	10
	Patricia Paul		July. 03	?
	Dave Rideout		May 03	7
	Jennifer Sorens	en		
	Nancy Tubbs		Feb. 03	3
	Ian Von Essen		Feb. 03	9
	Dave Wolfer		Apr. 03	2

Note: Italicized items are prior to June 23 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

## December 8, 2003

Because of the holidays there isn't a lot to report however, there was a very good meeting in Portland on November 3 to move forward on the WA-Trans -Oregon data model.

Attending the meeting from our steering committee was Jennifer Sorenson. Additionally attendees from the WSDOT Rail Office, WSDOT Aviation Office, Washington State Ferries Terminal Engineering Office, and then the WSDOT Freight Strategies and Policy Office. There was also a representative from the ODOT Rail office. The business rules for the All Roads Data Model were covered. A key to the model is that a road segment is defined based upon endpoints, begin-points and agreement-points. A new business rule that will be added is that agreement-points will be established between different modes one area they intersect at one grade.

Another area that has required extensive discussion is how to handle aviation and ferry terminals, which, include polygons, points and lines. It depends on the business needs are trying to me and it greatly affects the complexity of the data model. After much discussion with the steering committee members participating in the data modeling it was decided that roads and runways and other direct transportation related features that are linear should be part of the data model but terminal buildings, boundaries, and so forth should be part of the cadastral framework or some other data structure, possibly structures. I discussed this at some length with Chad Brady, the ODOT Data Modeler, and he is going to make the changes to the data model as discussed. Once he is done that, I will send out the updated model, and we will set up another meeting to go through it.

I am working with Jacque Whaley to revise the web site. We will be including new PDF catalogs. This should make looking at documents less cumbersome. It will be ready sometime in January.

We have to new partners. They are the City of Milton and the City of Auburn. Emily Terrell, of the City of Auburn, will be joining us on the steering committee. Patricia Paul, of the to Tulalip Tribes, has taken a new job as a legislative analyst. Terri Strandberg will continue to participate. However, since they are short a person in the office she will not be a blue attend meetings for while.

Our next meeting is January 26 from 9 a.m. to 2 p.m. in Shoreline at the WSDOT NW Region. Video-conferencing will be available.

### Attendees:

Member	Association	Representing
Art Shaffer	WSDOT NW Region Maintenance & Ops	Alternate WSDOT
Sam Bardelson	US Geological Survey Washington	The National Map
	Liaison	
Roland Behee	Community Transit	Transit Organizations
Joe Bowles	Walla Walla County Surveyor	East side local government
Chuck Buzzard	Pierce County GIS	West side local government
Dave Cullom	Washington Utilities and Transportation	Pipelines, Utilities, Railroad
	Commission	
Tami Griffin	WSDOT Geographic Services	WA-Trans (Project Manager),
		Facilitator
Jerry Harless	Puget Sound Regional Council	MPO's, RTPO's
Tony Hartrich	Quinault Indian Nation	Quinault Indian Nation
Wendy Hawley	Census Bureau	US Bureau of Census
Dave Rideout	Spokane County Engineers Office	Spokane County
Ian Von Essen	Spokane County GIS	E-911

Not Attending:

Member	Association	Representing
Dan Dickson	CRAB	CRAB
Patricia Paul	Tulalip Tribes Community Planning	The Tulalip Tribes
Jennifer	Lummi Planning Department	The Lummi Nation
Sorensen		
Terry Strandberg	Tulalip Tribes Community Planning Office	Alternate representing the Tulalip
		Tribes
Dave Wolfer	WA. State Dept. of Natural Resources	DNR & other State DNR Agencies

# <u>Agenda</u>

- Introductions, Action Item Review
- Schedule Meetings through June 2004
- Review Proposal on public data access, data licensing, disclaimers, data sharing
- Decision on public data access, data licensing, disclaimers and data sharing
- Draft measurement definitions
- Standards to support networked applications (using transportation networks)
- Standards for archiving, version control and retrieval of earlier versions of WA-Trans
- Draft description of security utilities
- Draft description of access for download, access for view, access for maintenance
- Draft description of "universal" translator
- Draft description of integration software
- Draft description of QA/QC
- Review target accuracies and draft accuracy standards
- Review GPS draft standards in relationship to survey laws provided by Art
- Review Communication, Change Control and Issue Management Plans
- Action Item Review, closing

# Introductions and Review Action Items

 Tami sent a status report out prior to the meeting. There were no questions regarding the status report. There was some discussion regarding the meeting in Portland with the

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WSDOT and ODOT Research Directors. Tami pointed out that they were primarily interested in the software tools and that getting data integration will be supported as a biproduct of research, development and testing of software tools. Thus defining and setting up for development of these tools was critical. She also pointed out the change in scope of the pilot.

- New steering committee participants were introduced. Sam Bardelson from the USGS has replaced Nancy Tubbs. Tony Hartrich from the Quinault Indian Nation has also begun participating.
- Action items were reviewed and updates will be made to the action item document.
- Because there were absences of people who had action items to be reviewed on the
  agenda and some attending participants were unable to complete their action items, several
  items were dropped from the agenda. THESE ITEMS WILL BE DISCUSSED NEXT
  MEETING! Tami reiterated that we must have a draft of standards done by early in the New
  Year and at some point she will have to act on what is done and the discussion will end, so
  it is critical that all action items are completed in a timely manner right now.

# Schedule Meetings through June 2004

Steering Committee meetings were scheduled into July. Locations were set for the first 3. It was agreed that all meetings will be held at locations where video-conferencing is available as Spokane County has had their travel budget substantially decreased and will not be able to travel as easily. Here is the schedule and location where established:

•	January 26	Shorel	ine	WSDOT NW Region HQ
•	March 8	Spokane	WSDC	OT Eastern Region HQ
•	April 9	Olympia	WSDC	OT HQ

June 7 TBDJuly 19 TBD

**Action Item** – Art will schedule a room at the NW Region Office that has video-conferencing available or 8:30 – 2 p.m. Tami will schedule the video-conferencing for all meetings and will schedule the Pend Orielle Room at ER for March 8 and the Shamen Room in Olympia for April 19.

**Action Item**- Tami will provide lunch for meetings if people will give her \$5.00 in advance for the next meeting. For the December 8 meeting Tami will collect at the meeting and also for the January 26 meeting both.

# Review Proposal on public data access, data licensing, disclaimers, data sharing

Dave Rideout shared the information he collected on the Washington State Laws on public access. His proposal is <u>Appendix A</u> of these notes. The discussion concerned dealing with some issues regarding private data or data not covered by the public disclosure laws. It was suggested that we make a list of who may have objections to having their data subject to public disclosure and run it through our business needs. Then maybe we don't have complete participation. If we don't deal with data that is needed for emergency management because it could be subject to a public disclosure request then we set the state for another framework being developed and fail to meet our goal. If we don't have the framework be publicly available then we are breaking the public disclosure laws.

There were three separate issue identified with WA-Trans data:

Tier 1. Public Transportation Framework Data – This is data provided by public entities subject to public disclosure laws, to make publicly available with disclaimer (to be determined later) based on Dave's proposal.

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- Tier 2. Private data various options for how we handle this. Maybe we have this hosted by a private entity using WA-Trans formats and translators. Or maybe it is an "ondemand" for previously agreed upon conditions, to be destroyed when the conditions ends. We need legal advice on this.
- Tier 3. Getting data from various providers for WA-Trans. Not a one-size fits all proposition and various agreements will have to be negotiated and entertained.

Issue – whoever provides framework takes on responsibility that they are distributing data.

Tony was asked to share some the tribal concerns about sharing data. He shared two major concerns specific to the Quinault Nation.

- Timber products are stolen regularly on tribal lands. There is concern that providing "forest" roads might make it easier for these thefts to occur.
- The Quinault Reservation has fairly heavy allotments to other tribes who were removed from their historical lands with the treaties. Thus the Chinook and others who have these lands are concerned about data being shared relating to their lands by the Quinault Nation.

It was suggested that people providing data may have their own internal needs and may look at this as an opportunity.

It was recognized that we can't act on private data (#2 above) and agreements with data providers with out a decision on public data. An agreement needs to be reached so we can act accordingly.

# Decision

A vote was taken on the proposal that Dave Rideout made regarding Public Transportation Framework Data. This proposal follows:

It is the policy of WA-TRANS that the data received from any state or local agency, and thence contained in the Transportation Framework, are public records and shall be disclosed in good faith to the public in accordance with the Public Disclosure Act (PDA), Chapter 42.17 RCW, unless such disclosure would otherwise be prohibited by law.

It was stated that this does not exclude the use of a disclaimer, which will be worked on later. Linda Gurell submitted a proposed disclaimer in anticipation of this, which is <u>Appendix A1</u>. The results of the vote were unanimous approval for the proposal. Other results included the following action items:

**Action Item** – Jerry will write an issue statement regarding Tier 2 "Private Data" and WA-Trans. He will attempt to define Tier 2.

**Action Item** – Tami will meet with the WSDOT assistant Attorney General to discuss this issue and get guidance on what our options are.

**Action Item** – lan's action item regarding development of high-level specifications for security will be developed with Jerry's issue description in mind.

# Standards to support networked applications

Chuck provided the group with information to address what is required to support ESRI data model for networking. He provided an excerpt from the book <u>Dynamic Segmentation</u> chapter titled the arc-node data model. The group reviewed this document with Chuck. He spoke about routes and events (both point and linear). Two issues were identified with converting route systems. They are carrying the arc and then linking them together. Each county has non-unique route ids. This will cause conflict. We will have data providers who don't break things

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into routes. We will need to collapse it back for some users. Supporting routing requires a route number and a from-node and to-node.

Chuck spoke about networks and network analysis. He spoke about turntables, which won't be part of framework base data initially. They are very easy to corrupt. He also spoke of impedances and directed networks, which are important for streams.

He also spoke of geocoding. The data model has to be set up for geocoding. Geocoding requires a directed network and the arcs must point in the direction of increasing addresses. Addresses can be of several types. They range from no address, just a commonplace name to 4 numbers that identifies both sides of the street individually.

These are all things we need to consider when establishing standards and building translators. The information Chuck sent out prior to the meeting regarding routing and networking is Appendix B of these notes.

# Standards for archiving, version control and retrieval of earlier versions

Dave Rideout proposed a standard of archiving July 1 of each year. <u>Appendix C</u> contains the wording and explanation of his proposal. There was discussion regarding this. July 1 may work for some and makes some sense but in terms of complexities involved in end-of-year it may be more complex. It was agreed that we might not want to decide this until we know who is doing the archiving and what their constraints are. Other discussion regarding archiving included the following requirements:

- 1. The data must be periodically captured and stored as a snapshot.
- 2. Reasonably available to get at again.
- 3. Translators must be captured and stored for a particular version of WA-Trans.
- 4. We must keep updating the distribution method, which means we must be considering how to distribute prior years as part of that.

# <u>Draft description of access for download, access for view, access</u> for maintenance

Joe Bowles action item involved developing draft high-level specifications for access for view and access for download. Joe did not complete this in time for the meeting; however, he did provide some comments in relationship to this. Joe's comments and discussion related follow:

- Framework Cadastre Site is a model Joe likes.
- We need to provide links back to individual data providers.
- There were questions regarding the format we provide the data back as. A shape file was considered. It was recognized that translators to provide data back in local formats is important.
- The Regional Ecosystem Office system works on xylem coordinates and it e-mails the data to you.
- We need a few levels. Ian suggested that these applications might require a fee for more complex applications to support maintenance of software tools that are value added.
- ADA issues need to be considered in the design.
- Dave C. suggested that we might want to provide services for downloading faster or in CAD descriptions. Download speed is an issue.

Action Item – Tami will send Joe link for Geospatial One-Stop Portal.

Action Item – Joe will complete specifications and send to Tami.

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Jennifer Sorensen submitted a proposal for roles and responsibilities in support of maintenance. This document can be found in <u>Appendix D</u>. Unfortunately Jennifer was ill and unable to attend the meeting. The following feedback was provided at the meeting for Jennifer's draft document.

It was felt that hydro framework has a very different business model. Because of the complexity of jurisdictions and road authorities these roles as described are not feasible for WA-Trans. It was recommended that rather than a check-in, checkout procedure we rely on regular updates and use of translators to completely replace segments. Then we need notification of some sort. King County is trying to do this. Technically it was acknowledged that it is really difficult to "dump" different geo-databases together.

At the next meeting we will bring this issue up again and provide Jennifer more specific direction so she can define a process and draft high level specifications with better information to work with than she had previously.

# <u>Draft description of integration software</u>

Roland Behee submitted a document drafting high-level specifications regarding integration software. This document can be found in Appendix E.

Roland indicated that it is necessary to determine a reference standard. Possibly ortho-imagery could be used?

More discussion centered on how we deal with changes in the integration points (agreement points or "Duekers") and how we get the various local governments to align to them and integrate them. A suggestion was made that a HARN Monument be established at each point. Tami will speak with George Spencer about the feasibility of considering this solution.

There was some discussion about this in relationship to QA/QC. There is a need to check for network topology. A flowchart is needed to describe the process of checking the data.

Tami commented that the format that Roland used was exactly what she was looking for in regards to software specifications. He defined the process, outlined the issues and then specified the requirements. Content wise Roland agreed to take this and determine where automation can be done and define what that would be.

Tami identified that in order to get funding for the pooled project the research people from WSDOT and ODOT are not interested in data integration. They don't see it as "research". They do see software tools to facilitate the process as very interesting research and useful to a variety of states for a variety of purposes. Additionally Tami explained that she feels that the maintenance costs for WA-Trans will be high and success requires adequate maintenance. Anything that can be done to facilitate maintenance and lower those costs in the way of automation will increase the likelihood of success. Thus these specifications are very important and must be complete.

**Action Item** – Tami will send Roland a copy of the ODOT draft process they have been working on for integration.

**Action Item** – Roland will refine the document to specify what can be automated and describe that automation.

**Action Item** – Tami speak with George Spencer about establishing a HARN Monument at each "Dueker".

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# Review Communication, Change Control and Issue Management Plans

Tami provided an incomplete draft of a communication plan for pilots. In it she introduced a few concepts.

- Concept of the pilot advisory committee. This group would include a steering committee
  member most closely related to the pilot and the project manager in addition to the technical
  lead and a local government representative. It would make most of the high-level oversight
  decisions for the pilot that cannot wait for steering committee meetings.
- Change management regarding scope both geographically and software scope, based on high level software specifications.
- Issue management to handle interpersonal, business, organizational and cultural issues, which can interfere with smooth running projects.

This document will be completed at the next meeting. The reception was generally positive and the group agreed that there had to be an advisory committee for each pilot.

# Action Item Review, Closing

The next meeting will be held in Olympia on December 8 in the Transportation Building at 310 Maple Park from 9 a.m. – 2 p.m.; Room 2F22. Please bring \$5.00 for lunch and \$5.00 for lunch at the next meeting.

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# <u>Appendix A – Proposal and Background by Dave Rideout</u> regarding Public Data

Proposed language to approve:

It is the policy of WA-TRANS that the data received from any state or local agency, and thence contained in the Transportation Framework, are public records and shall be disclosed in good faith to the public in accordance with the Public Disclosure Act (PDA), Chapter 42.17 RCW, unless such disclosure would otherwise be prohibited by law.

# Background materials:

WA-TRANS Project Charter

Public Disclosure Act (PDA), Chapter 42.17 RCW

Thomas Drummond v. City of Bellevue

Office of the Attorney General

Washington Administrative Code

Revised Code of Washington

Associated Press statewide audit (2001)

Statement from WA DNR Public Disclosure Coordinator

"How to request public data", Schlosser Geographic Systems, Inc.

County and Municipal Codes

Navigation Technologies, Inc.

County and Municipal public record request procedures

### Intent:

- Data will be freely received and distributed.
- A simple disclaimer (1-2 paragraphs of 2-4 sentences) regarding the content, accuracy, currency, and completeness of the data will be used.
- "Acceptance" of the disclaimer will not be required, merely an acknowledgement of "I have read" or "I have not read" the disclaimer.
- Only the direct costs related to media creation and distribution will be charged (CD, DVD costs, shipping, not "research" or "preparation" costs).
- Some information from the requestor (name, address, date) will be procured if possible, but will not be a requirement for distribution.
- License agreements, contracts, and restrictions on use will not be used, or entered into, by Wa-Trans.
- Wa-Trans will not attempt to copyright the data or retain any reserved rights.

### Definitions:

- Disclaimer is a statement made to free oneself from responsibility. Is sometimes also called a "hedge clause".
- Copyright is the exclusive legal right to reproduce, publish, and sell the matter and form (as of a literary, musical, or artistic work).
- Contract A contract is basically an agreement between two or more people, which creates an obligation to do, or not do, something. The agreement creates a legal relationship of rights and duties. If the agreement is broken, then the law provides certain remedies. There are three factors necessary to create a contract: 1) an offer, 2) acceptance, and 3) consideration. One party makes an offer, the second party must

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accept the offer and there must be consideration exchanged. Consideration has to be something of value.

- End User License Agreement (EULA) is a legal contract between a software application author or publisher and the user of that application.
- License Agreement is a legal statement, which indicates the terms under which a user may make use of a software product. The license to use does not transfer ownership. In many cases the license is worded so that installation or use of the product indicates agreement to the terms stated.
- Warranty is an agreement between a buyer and a seller of goods or services, detailing the conditions under which the seller will make repairs or fix problems without cost to the buyer. Usually a written guarantee of the integrity of a product and of the maker's responsibility for the repair or replacement of defective parts.

### Detailed research for proposed language:

I. WA-Trans Project Charter "VISION" [Page 1]

"Framework data is accessible to the general public at the least cost with the least restrictions."

II. Public Disclosure Act (RCW 42.17.250 through 42.17.348)

"The people insist on remaining informed so that they may maintain control over the instruments that they have created. The public records subdivision of this chapter shall be liberally construed and its exemptions narrowly construed to promote this public policy."

RCW 42.17.251 Construction.

RCW 42.17.258 Disclaimer of public liability.

RCW 42.17.310 Certain personal and other records exempt.

Numerous exemptions in 42.17.312 through 42.17.31918

III. Thomas Drummond v. City of Bellevue,

King County Superior Court Cause No. 93-2-22537-7

Judge ruled that, under the Public Disclosure Act, the GIS data systems of the City of Bellevue were subject to full public disclosure.

[ Halfway down page - III. Public Disclosure of Geographic Information Systems

### ("GIS") ]

IV. Office of the Attorney General

**Obtaining Public Records on-line brochure** 

V. Public Records WACs

Washington Administrative Code provides direction to State Agencies regarding public access to information and records through compliance with the Public Disclosure Act.

a. Title 136 WAC - County Road Administration Board

WAC 136-03-010 Purpose and authority.

WAC 136-03-020 Public records officer.

WAC 136-03-030 Public records available.

b. Title 226 WAC - Freight Mobility Strategic Investment Board

WAC 226-02-010 Purpose.

WAC 226-02-020 Public records officer.

WAC 226-02-030 Public records available.

c. Title 332 WAC - Natural Resources Board, and Department of

WAC 332-10-010 Purpose of rules.

WAC 332-10-050 Public records available.

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WAC 332-10-060 Public records officer for the department of natural resources.

d. Title 468 WAC - Transportation, Department of

WAC 468-06-010 Purpose.

WAC 468-06-050 Public records officer.

WAC 468-06-060 Public records available.

e. Title 480 WAC – Utilities and Transportation Commission

WAC 480-04-010 Purpose. Repealed by 92-07-006

WAC 480-04-070 Public records officer.

WAC 480-04-060 Public records available; hours for inspection and copying.

### VI. Statement from WA DNR Public Disclosure Coordinator

"The Public Disclosure Act applies to all public entities, including local and state government agencies. It applies to DNR in the same manner and to the same extent as it does to any other agency."

VII. "How to request public data", Schlosser Geographic Systems, Inc.

Provides enlightening advice from a Seattle-based GIS Mapping company regarding obstacles in obtaining digital data and maps from public agencies.

### VIII. County Road RCWs

Powers regarding county roads exercised under the supervision and direction of the county road engineer and the records kept at that office shall be public records.

a. 36.75 - Roads and Bridges - General Provisions

RCW 36.75.020 County roads -- ... -- Standards.

RCW 36.75.050 Powers -- How exercised.

b. 36.80 – Roads and Bridges – Engineer

RCW 36.80.015 Office at county seat.

RCW 36.80.040 Records to be kept.

### IX. Miscellaneous County Code

County Codes provide direction to County Agencies regarding public access to information and records through compliance with the Public Disclosure Act.

- a. Spokane County Code Chapter 1.42
  - Inspection and copying of Public Records
- b. Pierce County Code Chapter 2.04
  - Public Records Inspection and Copying Procedures

### X. Miscellaneous Municipal Code

City Codes provide direction to City Agencies regarding public access to information and records.

- a. Charter of the City of Tacoma Section 9.2
  - Public Records
- b. Seattle Municipal Code Chapter 3.02.070
  - Public Information

### XI. Sample Letter of Understanding, Navigation Technologies, Inc.

"In order to avoid any possible misunderstanding, we understand that the GIS Data you are providing is owned by Spokane County and that the County considers the GIS Data to be "public record information", which the County has made available to distribute to any requesting party."

XII. Request for Public Records Form, Spokane County

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Although not required by the Public Disclosure Act, many agencies have adopted official simple forms for the request for public records.

# XIII. City of Federal Way – GIS Map and Data Request Process Published public record request process.

XIV. Associated Press statewide audit (2001)
State audit: Public records often more closed than open in Washington

# Washington - Your right to know

Project sought to test public's access to records
Audit finds that compliance with open records law is a sometime thing
Tips make record gathering easier

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# <u>Appendix A1 – Example of Pierce County Disclaimer Statement</u> <u>Submitted by Linda Gurell</u>

# Pierce County GIS Data Disclaimer

### 1. Limitations

Requester seeks access to the data described in the attached request. The County makes no warranty, expressed or implied, concerning the data's content, accuracy, currency or completeness, or concerning the results to be obtained from queries or use of the data. <a href="ALL DATA IS EXPRESSLY PROVIDED">ALL DATA IS EXPRESSLY PROVIDED "AS IS" AND "WITH ALL FAULTS"</a>. The County makes no warranty of fitness for a particular purpose, and no representation as to the quality of any data. Users of data are responsible for ensuring the accuracy, currency and other qualities of all products (including maps, reports, displays and analysis) produced from or in connection with Pierce County's GIS data. No employee or agent of Pierce County is authorized to waive or modify this paragraph. If a user informs others that a product is based upon Pierce County's data, the County specifically requests and directs that the user also disclose the limitations contained in this paragraph and in paragraph 4.

# 2. Data Interpretation

Pierce County data is developed and maintained solely for County business functions, and use or interpretation of data by the Requester or others is the solely their responsibility. The County does not provide data interpretation services.

### 3. Spatial Accuracy

Map data can be plotted or represented at various scales other than the original source of the data. The Requester is responsible for adhering to industry standard mapping practices which specify that data utilized in a map or analysis, separately or in combination with other data, will be produced at the largest scale common to all data sets.

### 4. No County Liability

Pierce County shall not be liable to the Requester (or transferees or vendees of Requester) for damages of any kind, including lost profits, lost savings or any other incidental or consequential damages relating to the providing of the data or the use of it. The Requester shall have no remedy at law or equity against the County in case the data provided is inaccurate, incomplete or otherwise defective in any way.

### 5. Requester's Warranty Against Commercial Use of Lists

RCW 42.17.260(9) prohibits the release of lists of individuals requested for commercial purposes, and Requester expressly represents that no such use of any such list will be made by Requester or its employees, agents, transferee(s) or vendee(s). "Commercial purposes" means to facilitate any profit expecting activity.

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# 6. Data Shift

The County will be shifting GIS data to improve the geographic accuracy. Any data the requester builds on top of the County data may require adjustment. The Requester assumes responsibility for aligning and registering data to the County data, if necessary.

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# Appendix B -

# A Definition of a Network and Network Analysis Using Transportation Examples

### Network

In terms of the most basic elements a network is a system of interconnected points and vectors. In the language of transportation professionals points become nodes, intersections, stops, or centers while vectors are referred to as arcs, segments, links or edges. Linear features have directionality and often are directed towards increasing address or milepost values. Links also maintain attribute information concerning impedance to travel, such as length, speed limit, number of lanes, and traffic volumes. Point features control connectivity between linear features and the transition from one link to another. Control of the transition between links at an intersection is defined in a turn table. This table has a record for each unique node-link combination and defines the four transition paths: straight, right, left, and u-turn. The turn table can also contain impedance values for the different types of turns. A point which models a center can be thought of as a discrete location where resources or attractions exist, while a stop is a discrete location where resources are transferred.

# **Network Analysis**

There are many types of network analysis from Transportation Modeling requiring specialized software (EMME²) to the generic shorted path applications available on many websites (http://www.MapQuest.com or http://MapPoint.msn.com). Some of the more generic analyses are up or down Network Tracing, Shortest Path delineation, Allocation of resources and Spatial Gravity modeling.

Network Tracing provides the ability to select all connected links "up stream" or "down stream" from a particular location. As the descriptors suggest this type of analysis is most commonly used in hydrologic flow modeling, but is also very helpful in error checking network systems for connectivity problems. In the transportation arena this type of analysis could be used to identify areas impacted by street closures or following pollutants from a spill site.

Shortest Path analysis is the most common type of Network analysis and identifies the "quickest" route from point A to point B through the network. The word shortest in the name is a misnomer since impedance values along links and at intersections may produce a route that is longer than other routes, but is quicker. Often the user has the option to choose between shortest or quickest path. If real time impedance values are available this type of analysis can provide a sophisticated model of the actual transportation system. Depending on the software product used to produce the shortest path, the output often includes a route and a list of turn directions describing the path.

Allocation of resources is a common analysis process which is based on the "traveling salesman" algorithm and models supply and demand through the network. It assigns network links to centers based on available supply at centers and the demand associated with stops. This type of analysis can model either the distribution of resources from a center to demand stops, or the opposite direction where demands are

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delivered to the center. In the first process it creates a series of shortest paths starting from a center that supplies resources and then proceeds through a set of stops distributing the resources thus fulfilling the demand at the stop. An example of this would be mail delivery from the post office to your house. In the second process demands made at each stop are delivered to the center. An example would be the assignment of children to a particular school which supplies a set number of seats. Link and turn impedances are modeled in the same manner as for shortest path analysis.

Gravity Modeling attempts to describe accessibility and interaction based on network parameters such as trip origin and destination, supply and demand. Accessibility determines how accessible a destination is when compared to attractiveness of other destinations. For example is one location closer or quicker to get to. Interaction on the other hand attempts to model the inter-relations between an origin's requirements in producing a trip (desire to obtain a product) and the destination's ability to attract a trip (large inventory, low price, enjoyable environment). This type of analysis can be used to model the impact of new facilities on levels-of-service.

# A Definition of a Route System and Dynamic Segmentation

A route system can be defined as a collection of measured network links referenced as a single entity. In the basic network model (a system of interconnected points and vectors) a route can be defined by adding an attribute value for each segment (vector) that makes up the route and a measurement attribute value that chains the segments in sequence. For example Interstate 5 is a collection of transportation links and intersections that are measured by an accumulated milepost system with the starting milepost (0) at the Oregon border and an ending milepost (276) at the Canadian border. While segment attribute values work well for a single purpose street network, a multipurpose network (used for addressing and displaying route data) requires a more complex data model. This is achieved by moving the segment measurements into a related table (a measurement or section table) and an additional normalized related route table. After the route system has been "built" a GIS function referred to as dynamic segmentation allows tabular data (event tables) that include route and measurement attributes can be displayed on the route system. This important concept allows event data to be displayed dynamically even though its segmentation is completely different than the underlying network segmentation.

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# Appendix D

# Draft description for access for maintenance

The business needs for trans and hydro are different, but the Hydro Framework system will provide a good model for Trans Framework data maintenance, with few modifications. This draft is modified from the PNW Hydrography Roles and Responsibilities document. http://hydro.reo.gov/documentation/rols\_responsibilities.doc

Framework maintenance will be performed on different levels, from local up to the centralized Framework Administrator, which will work in concert. Identified roles regarding Trans Framework update responsibilities will include Agency Data Steward, Local Data Steward, Area Data Manager, Framework Management Board, and Framework Administrator. The text following describes the responsibilities and interactions of each of these roles and levels within the Framework.

## **Agency Data Steward**

Definition: The Agency Data Steward has ultimate responsibility for all aspects of data production and maintenance for their organization. The Agency Data Steward enables Local Data Stewards and/or their data editors to locally coordinate and manage geospatial data and metadata production.

### Responsibilities:

- Manages creation and maintenance of data/metadata within own organization.
- Ensures organization follows agreed-upon Framework data standards, protocols, and processes for providing data/metadata to the Framework.
- Communicates with participating partner organizations on planned data updates and maintenance and coordinates with other Agency Data Stewards to eliminate redundant and/or competing production/maintenance efforts.
- Coordinates with other Framework partners to ensure consistency in the implementation of data update standards and protocols.
- Serves as organization's representative on the Framework Management Board.

### **Local Data Steward**

Definition: The Local Data Steward is responsible for all aspects of data production and maintenance for their local jurisdictional area. The Local Data Steward either completes the work or enables their data editors to coordinate geospatial data and metadata production.

### Responsibilities:

- Creates and maintain data/metadata within agreed-upon areas of responsibility.
- Follows agreed-upon Framework data standards, protocols, and processes for providing data/metadata to the Framework.
- Communicates with other local data stewards in adjoining areas of responsibility on planned data updates and maintenance.
- Coordinates data production/maintenance activities within own organization and with Local Data Stewards in other partner agencies/groups.

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## **Area Data Manager**

Definition: The Area Data Manager is the lead contact and coordinator for data/metadata updates to the Framework within a given geography or area of responsibility. The Area Data Manager is responsible for coordinating maintenance activities within the defined area. They either approve partner organizations to have direct update access to the Framework or they receive updates and integrate them for submittal to the Framework. This is a role that may be implemented where Local Data Stewards feel the need to assign coordination responsibilities to a single individual.

## Responsibilities:

- Provides Framework data/metadata standards and protocols for Agency Data Stewards and editors to follow.
- Ensures partner organizations follow agreed-upon Framework data standards, protocols, and processes for providing data/metadata to the Framework for their areas of responsibility.
- Serves as lead contact and coordinates all updates to the Framework for a given geography or area of responsibility.
- Conducts data integration from Local Data Steward and editor contributions, as needed, and submit to the Framework.
- Coordinates with other Area Data Managers to ensure consistency in the implementation of data update standards and protocols.
- Coordinates resolution of conflicts in data updates for their area of responsibility.

## **Framework Management Board**

Definition: The Framework Management Board (Board) provides an important leadership role for the Framework. It consists of Agency Data Stewards. Each organization has a seat on this Board. A chairperson will be appointed by the Board.

This Board ensures data consistency, coordination and protocol implementation for the Framework. It ensures consistency across the state for data integration and submission to the Framework following agreed-upon protocols for communication and coordination. The Board resolves conflicts and issues that are brought forward by the Area Data Managers or the Framework Administrator that cannot be resolved at a lower level or that impact the entire Framework.

### Responsibilities:

- Appoints a chairperson for the Board.
- Ensures consistency in all aspects of the Framework implementation of data.
- Resolves conflicts and issues that are brought before the board.
- Coordinates requirements for additional Framework data development and functionality.
- Establishes review requirements and procedures for edits.

### Framework Administrator

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Definition: The Framework Administrator provides a variety of functions related to administrative oversight for the Framework. Key data maintenance responsibilities include the following:

## Responsibilities:

- Implements appropriate system security measures and control Framework database update access.
- Provides email notification to Agency Data Stewards, Local Data Stewards, Area Managers, and editors when updates have been posted to the Framework.
- Provides email notification to broader group of individuals known as "Interested Parties" when updates have been posted to the Framework.
- Provides system/network administration for the Framework.
- Adheres to agreed upon Framework decision-making process.

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# Appendix E

## Draft High Level Spec for WA-Trans Integration Software

# **Broad Work Process Outline (from Wasco County, Oregon pilot scope).**

- 1. State adopts Modernized TIGER or GDT as the integrated seamless base file of the roadway universe.
- State DOT adds Anchor Points to state system at major intersections and county boundaries and assigns IDs to these segments of roadways between Anchor Points. Relate these segments to the TIGER or GDT shape files. Sort by County and distribute to County Producers. Relate state system shape files (arcs) and attribute/inventory database records to these segments.
- 3. Start with files from State DOT. County Producers add Anchor Points to City and County local roads, roadway beginning points, intersections with arterials and to arterial roads at intersections with arterials of equal or higher rank. Assign IDs to these segments of roadway between Anchor Points. Relate County shape files (arcs) to these segments. Distribute to other road organizations in county, such as county and city public works departments, tribal governments, U.S. Forest Service, National Park Service, timber companies, railroads.
- 4. Start with county files. Other transportation organizations may densify the Anchor Points, if needed. Each transportation organization shall relate their shape files and assign IDs to these segments of roadway between Anchor Points, and relate their attribute/inventory database records to these segments.
- 5. State DOT incorporates all additions and maintains the Transportation Framework in a form that can be accessed in part or whole by users.

## Detailed Issues (not discussed above).

- 1. Vertical integration. When there are multiple, competing "best sources" for the same geographic area. The Wasco County pilot documented two approaches for selecting among multiple sources.
  - a. Multiple factor "subjective" approach. Using this methodology, multiple road sources are evaluated through a primarily visual comparative overlay in a GIS environment. Typically, a baseline reference of accepted accuracy is utilized as a backdrop. Often, this resource is a USGS DOQ. Among the factors considered are spatial accuracy of intersection locations, temporal completeness, feature category completeness (urban roads vs. resource roads) and the faithful depiction of road shape (do curves look like curves or are they obviously segmented). Compromise is almost assured. The most spatially accurate and aesthetically pleasing road network may not be the most current data. Or a data set may have excellent positional accuracy for intersection nodes but a generalized (segmented) depiction of curves.
  - b. *Empirical RMS approach*. In a purely statistical analysis, a suitable sample of intersection nodes present in all competing sources and a reference layer (DOQ?) are converted to point data. The resulting point coordinates are exported to a spreadsheet environment for root mean square analysis. The data source with the lowest RMS error (as compared to reference layer) is selected.

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- 2. Attribute integration. As was the case with Wasco County, it may be that the best source of spatial data is not the best source of attribute data. Also, a data set containing a rich selection of fields may be poorly populated as compared with a less rich data set with a high level of completeness. If the preferred attribute data source is different than the preferred spatial data source an attribute conflation process will be required.
- 3. Horizontal integration (edge matching). Section 2.5.8 of the Oregon Road Centerline Data Standard dictates a seamless statewide road network. The ORCDS states:

"Edge matching between jurisdictional submissions to the data steward will be enforced through the agreement points (anchor points) negotiated by the relevant road authorities."

The creation of agreement points is easily accomplished with off-the-shelf desktop GIS software. The "negotiation" part of the task will require a bit more thought.

# WA-Trans Integration Interface Functional Requirements (based on above process/issues)

After considering the issues outlined above, I have come to the conclusion that the functional specifications for WA-Trans data integration software are very simple. The tasks are all traditional geospatial editing and conflation processes routinely performed by a variety of off-the-shelf desktop GIS products.

The difficult part of the exercise will be codifying the data evaluation process and criteria in a variety of settings ranging from dense urban core to remote resource lands. Likewise, if we adopt the Oregon model, considerable thought (and piloting) should be given to multi-party anchor point negotiation.

That said, below is a list of required software functionality based on my experience with road centerline data integration:

GIS environment with the following capabilities:

- Import/export a variety of geographic vector data formats. (Coverage, shapefile, TIGER, Mapinfo TAB, mid/mif, ...etc).
- Re-project data in disparate coordinate systems into a common spatial framework.
- Display (overlay) multiple vector data sources and digital imagery.
- Edit node, point and line features (with double precision coordinates).
- Import/export/relate and edit tabular data content and structure.
- Ability to set/adjust edit environment (snap tolerance, snap features, "weed" tolerance).
- Ability to conflate/"rubber sheet" spatial features.
- Ability to merge/append geographic data sets.
- Ability to conflate attribute data.
- Ability to perform RMS analysis on point data
  - or alternately -
- A separate software package (such as a spreadsheet) with capability to perform RMS analysis.

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# WA-Trans Pilot Communication Plan *Draft* October 22, 2003

### Appendix F – Draft WA-Trans Pilot Communication Plan

### Introduction

The Washington Transportation Framework for GIS (WA-Trans) project is beginning work on pilot projects. Multiple pilots could run concurrently. Because that is likely this document has been developed to provide common processes and direction for communication related activities for all pilot. Those are change management and issue management (dispute resolution). Those processes are also described in this document following the formal communication plan.

The communication plan consists of the following parts:

- Description of Organizational Units
- Communication Flow Diagram
- Description of Planned Communication Deliverables or Events
- Communication Matrix showing who participates, what they are participating in, what their level of involvement is and the method of delivery for the communication as well as how frequent the communication is.
- Change Management Plan
- Change Request Form
- Issue Management Plan
- Issue Form

It is anticipated that there will be adjustments to this plan on a pilot-by-pilot basis, but the structure of the participants' roles and the processes and communication deliverables should be fairly consistent.

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# WA-Trans Pilot Communication Plan *Draft* October 22, 2003

## **Organizational Units**

Project Manager - Manager of the statewide WA-Trans effort.\*

WA-Trans Steering Committee - Steering committee of the statewide WA-Trans effort.\*

**Data Modeling Team** – Works with Oregon data modeling team to extend the "All Roads" data model for Washington needs.

**Pilot Advisory Committee** – This committee is formed for the duration of the pilot. It consists of the Project Manager, Pilot Technical Lead, Steering Committee member and Partner Representative(s).\*\*

**Pilot Technical Lead** – This individual provides leadership over a specific pilot effort and the related pilot implementation.\*\*

Pilot Team – This is the technical team that implements the pilot project.\*\*

**Pilot Partners** – Representatives from agencies and jurisdictions providing data or testing business needs for the pilot.

WA-Trans Partners – Partners of the statewide WA-Trans effort.\*

**Framework Management Group** – Coordinating group between various Washington State framework data themes. This group reports to the Washington Geographic Information Council (WAGIC).\*

**Granting Authority** – The authority paying for the pilot. The communication with this group will change as funding sources change and will be adjusted for each pilot as needed.\*\*

**Broader Community** – This includes interested parties who may be receiving information about the WA-Trans effort and/or any specific related pilot effort but are not partners.

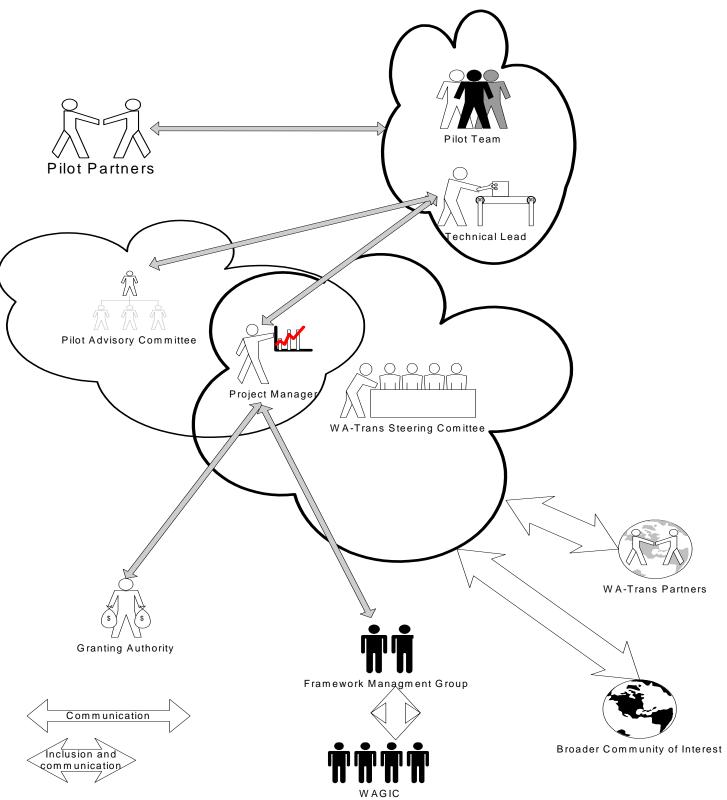
\*NOTE – The specific description of the roles and responsibilities of this group or individual can be found in the WA-Trans project charter at

http://www.wsdot.wa.gov/mapsdata/TransFramework/presentations.htm#Documents

\*\*NOTE – The specific description of the roles and responsibilities of this group or individual can be found in the specific charter to be developed for each pilot effort.

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# WA-Trans Pilot Communication Flow Diagram



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# WA-Trans Pilot Communication Plan *Draft* October 22, 2003

#### **Communication Events**

**Charter** –Documents agreement between partners regarding pilot scope, roles and responsibilities, metrics, and business needs to be tested.

**Schedule** –Includes a work breakdown structure, project schedule, budget and specific resources assignments for a pilot.

**Status Report (High Level & Detailed)** – Status reports will be given periodically to various levels as described. This includes reports on budget, resources, status against the schedule, change requests and issues to resolve.

**Change Request** –Form to document requested changes to the scope of the project. This is described in more detail in the change management section of this document.

**Issue Statements** – Documentation of an issue which is causing slowing down or stopping pilot progress or which is anticipated to when it becomes critical. This is described in more detail in the issue management section of this document.

**QA/QC Plan (High Level & Detailed)** –Plan for testing the viability of the data after it has been integrated. Testing will occur at various levels.

**Metrics Reports (High Level & Detailed)** – Report on how the pilot meets the standards and measurements set for determining success.

**Marketing Plan** – A communication plan directed at reporting the successes, value and benefit of WA-Trans based on specific pilot results.

Database Review - Review of final database before it is used in a pilot effort.

**OIT Change Management** – Placeholder if the pilots are implemented at WSDOT.

OIT Database Review - Placeholder if the pilots are implemented at WSDOT.

OIT Implementation Meeting - Placeholder if the pilots are implemented at WSDOT.

**Pilot Lessons Learned** – Final document describing what worked well, what should be done differently and project management lessons (CBA, schedule feedback, budget feedback).

**Partnership Memorandum of Agreement (Pilot)** – A formal agreement between partners of a pilot regarding resources and data for the pilot.

**Data Sharing Agreement** – A formal agreement between data providers and the WA-Trans project regarding long term sharing and maintenance of data.

Licensing Agreement -Placeholder for results of decision on licensing in Steering Committee.

**Software Requirements and Scope (High Level & Detailed)** – Specific descriptions of software to be developed during a pilot. High level is provided prior to the pilot and detailed are a deliverable of the pilot.

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# WA-Trans Pilot Communication Plan *Draft* October 22, 2003

**Software Test Plans (User Test, Unit Test and System Test)** – Specific test plans targeting the goal of the tester. User tests are for the possible users of the system. Unit tests are tests performed by technicians of specific segments of software applications. Systems tests are complete end-to-end tests of software and data prior to user testing.

**Local Meeting: Pilot Intro** – Initial meeting(s) with potential pilot partners to establish and formalize goals, opportunities and barriers.

**Local Meetings** – Regular meetings to keep local stakeholders informed of progress.

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# **Communication Matrix**

	Project Manager	WA-Trans Steering Committee	Data Modeling Team	Pilot Advisory Committee	Pilot Technical Lead	Pilot Team	Pilot Partners	WA-Trans Partners	Framework Manageme nt Group	<b>Granting</b> Authority	Broader Community	Period
Charter	L	R - M		A – M	S	U	A – M	R - W	<u>R - W</u>	A – M	R - W	Once
Schedule	L	R – M		A - M	S	U	A – M	R - W	R – W	A – M	R – W	Once
Status Report (HL)	L	R – M			S			R – W	R – M	R – M	R – W	At regularly scheduled meetings
Status Report (DT)	A – M			R – M	L	S	R - M					Weekly
Change Request												
Issue Statements												
QA/QC Plan (HL)	L	S/A – M		R – M	R – M	R – M	R – M	R – W	R – W	R – M	R - W	Once
QA/QC Plan (DT)	R – M			A – M	L	S	A – M	R – W			R – W	Once
Metrics Reports (HL)	L	A-M			S		R-M	R-W	R-W	R-M	R-W	Once
Metrics Reports (DT)	A-M			A-M	L	S	R-M					Once
Marketing Plan	L	R-M			S			R-W	R-W		R-W	As needed
Database Review	L	R-M	A-M	R-M	R-M		R-M	R-W	R-W			Once
OIT Change Mgmt.												
Pilot Lessons Learned	A-M	R-M		A-M	L	S	A-M	R-W	R-W	R-M	R-W	Once
Partnership MOA	L	R-M		A-M	S		A-M	R-W	R-W		R-W	Once
Data Sharing Agreement	L	R-M		A-M	S		A-M	R-W	R-W		R-W	As needed

Legend

Level of Involvement: L – Lead; S - Support; U – Use; A – Approval; R – Review

Deliverable Detail: HL – High Level; DT – Detailed

### WA-Trans Pilot Communication Plan Draft October 22, 2003

	Project Manager	WA-Trans Steering Committee	Data Modeling Team	Pilot Advisory Committee	Pilot Technical Lead	Pilot Team	Pilot Partners	WA-Trans Partners	Framework Manageme nt Group	Granting Authority	Broader Community	Period
Licensing Agreements												
Software Requirement s & Scope (HL)	L	A-M			S			R-W	R-W	A-M	R-W	Once
Software Requirement s & Scope (DT)	A-M			A-M	L	S	R-M					Once
Software Test Plans (User Test)	L	A-M			S			R-W	R-W	R-M	R-W	Once
Software Test Plans (Unit & System)	A-M			A-M	L	S	A-M					Once
Local Meeting Pilot Intro	L			S	S		S					Once per location needed
Local Meetings	S			S	L	S	S					

Legend

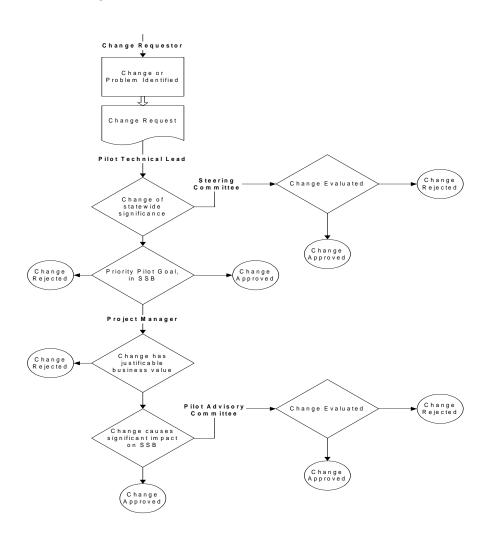
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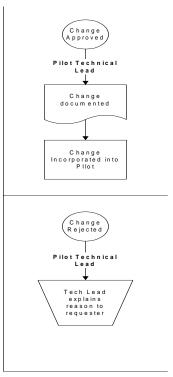
Level of Involvement: L – Lead; S - Support; U – Use; A – Approval; R – Review

Deliverable Detail: HL – High Level; DT – Detailed

### **Change Management Plan**

Change management (also known as change control) is a process used for management scope, schedule and budget. Changes in pilots will follow the Project Change Management Process. The partners or technical staff may request changes in the pilot scope through the Pilot Technical Lead. The Technical Lead evaluates the change request in terms of whether the request supports a priority pilot objective. If so, the request is evaluated in terms of the cost and impact to the pilot scope, schedule and budget. Based on this the Technical Lead will either reject or accept the change. If the change alters the scope, schedule or budget the change request is sent to the Project Manager. The Project Manager will evaluate the request. If the change on scope schedule or budget is small and the value of the change is significant the Project Manager will approve the change. If the change causes significant impact to the schedule or budget the request will be submitted by the Project Manager and Technical Lead to the Pilot Advisory Committee for resolution. If the change has statewide significance (ex. changes the data structure, changes the priorities or vision set by the steering committee or affects implementation already underway elsewhere, the change request will be submitted to the Steering Committee for resolution.





### WA-Trans Project Meeting Notes October 27, 2003

# **Change Request Form**

To be completed.

# **Issue Management Plan**

To be completed

### **Issue Statement**

To be completed

#### WA-Trans Project Meeting Notes October 27, 2003

Appendix C – Proposal for Archiving WA-Trans by Dave Rideout

Proposed archive date to support minimal level of temporal versioning: July 1st of each year - Full archive of all WA-Trans data

This date attempts to take into account the following:
Fiscal budget years
Difficulty of archiving during the Winter holidays
Coincidence with May 1st CRAB reporting date requirement and July 1st

We are likely to have some data by 7/1/2004 and can tie archiving into the pilot.

Any single annual date will be arbitrary at some level.

validation

A date of Dec. 31st could also be argued because of: Fiscal budget years Logical breaking point by year Construction schedules (i.e. East-side counties tend to have limited contruction during winter months)

Background research included brief overview of WAC/RCWs, brief discussion with CRAB, brief discussion with NavTech.

#### **Action Items**

What	Action items						
Schedule a room at the NW Region Office that has video- conferencing available or 8:30 – 2 p.m. Schedule the video-conferencing for all meetings and will schedule the Pend Orielle Room at ER for March 8 and the Shamen Room in Olympia for April 19  Bring \$5.00 for lunch on Dec. 8 and also at the same meeting bring \$5.00 for lunch on January 25.  Write an issue statement regarding Tier 2 "Private Data" and WA-Trans. He will attempt to define Tier 2  Meet with the WSDOT assistant Attorney General to discuss this issue and get guidance on what our options are.  Send Joe link for Geospatial One-Stop Portal Send Roland a copy of the ODOT draft process they have been working on for integration Integration for WA-Trans to specify what can be automated and describe that automation.  Speak with George Spencer about establishing a HARN Monument at each "Dueker"  Send Tami contact information for Kim regarding USFS Send Tami Contac							
conferencing available or 8:30 - 2 p.m  Schedule the video-conferencing for all meetings and will schedule the Pend Orielle Room at ER for March 8 and the Shamen Room in Olympia for April 19  Bring \$5.00 for lunch on Dec. 8 and also at the same meeting bring \$5.00 for lunch on January 25.  Write an issue statement regarding Tier 2 "Private Data" and WA-Trans. He will attempt to define Tier 2  Meet with the WSDOT assistant Attorney General to discuss this issue and get guidance on what our options are.  Send Joe link for Geospatial One-Stop Portal  Send Roland a copy of the ODOT draft process they have been working on for integration  Refine the High Level Requirements Specifications on Integration for WA-Trans to specify what can be automated and describe that automation.  Speak with George Spencer about establishing a HARN Monument at each "Dueker" Send Tami contact information for Kim regarding USFS representation on Steering Committee  Provide details of CRIS attributes  Dan October 17, Assigned 2003  Follow up with WSDOT regarding servers and hosting WA-Trans to application can be used to show project process and change management plan  Draft a combination communication plan, dispute resolution process and where it should be served from.  Develop draft description (high level specs) for "Access for Downloading" WA-Trans data  Develop draft description (high level specs) for "Access for Downloading" WA-Trans data  Develop draft description (high level specs) for a Develop draft description (high level specs)							
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and WA-Trans. He will attempt to define Tier 2       Meet with the WSDOT assistant Attorney General to discuss this issue and get guidance on what our options are.       Tami       When completed with Tier 2 description and issues         Send Joe link for Geospatial One-Stop Portal       Tami       Dec. 1 2003       Complete         Send Roland a copy of the ODOT draft process they have been working on Integration       Refine the High Level Requirements Specifications on Integration for WA-Trans to specify what can be automated and describe that automation.       Roland       Dec. 1, 2003       Assigned         Speak with George Spencer about establishing a HARN Monument at each "Dueker"       Tami       Dec. 1, 2003       Assigned         Send Tami contact information for Kim regarding USFS       Sam       October 17, Assigned       Assigned         Provide details of CRIS attributes       Dan       October 17, Assigned       Assigned         Develop draft of measurement definitions (questionnaire)       Jerry and Lind       October 17, Assigned       Assigned         Follow up with WSDOT regarding servers and hosting WA-Trans       Tami       Long term In process effort       In process effort         Draft a combination communication plan, dispute resolution process and change management plan       Tami and Chuck       ASAP       In Process (setting up meeting)         Develop draft description (high level specs) for security utilities for WA-Trans based on description of Tier 2 for Wa-Trans.	Bring \$5.00 for lunch on Dec. 8 and also at the same		•	Assigned			
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translator(s) for data into WA-Trans		Jerry H.	October 17, 2003	Assigned			
Develop draft description (high level specs) for software Dan D. October 17, Assigned utilities to facilitate QA/QC for WA-Trans 2003	Develop draft description (high level specs) for software	Dan D.	· ·	Assigned			
Identify target accuracies for urban, rural and forest roads Dave W. October 17, Assigned		Dave W.		Assigned			

Note: Italicized items are prior to June 23 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 11/7/2003

#### **Action Items**

WA-Trans Steering Committee	Action Items I	List		
What	Who		When	Status
in support of various business needs.		2003	}	
Create a more informative extract of Census inventory data that can be used in the WA-Trans Web application.	wendy H.	ASA	Р	On-going
Compare various versions of metadata standards (ESRI, WAGIC/ISB, FGDC) and report on differences.	Wendy H.	Octo 2003	ber 17, }	Assigned
Write a proposal for use of DOT pooled research funding for OR/WA pilot with ODOT.	Tami	Whe exan recei	nple is	In Progress
Provide results from CRAB survey to WA-Trans.	Dan	Whe com	n oleted	In Progress
Work with Nick Marquardt, PSRC, and TNM to develop scope of pilot project.	Tami, Jerry	ASA	P	In process
Input data you have available for each type of data needed in the Internet application.	P.P., D.R., I.V., W.H., D.W.	Cens	kane nty - ?? sus - ?? DNR – Aug.	J.B.,C.B., T.A., R.B.,E.J., ,
Investigate inviting Tami to FMSIB meeting.	Eric	ASA	P	Assigned
Track monthly time/travel investments on the web application.  (http://icicle.co.pierce.wa.us/watrans/da/da_frm_time.htm)	SC Member		Last Reported	# of Months Reported
	Tareq Al-Zeer		June 03	4
	Sam Bardelson	n		
	Roland Behee		Sept 03	5
	Joe Bowles		Feb. 03	2
	Chuck Buzzard	d	Apr. 03	3
	Dave Cullom		Sept. 03	3
	Dan Dickson		Feb. 03	1
	Jerry Harless			0
	Wendy Hawley	/	Sept. 03	10
	Patricia Paul		July. 03	?
	Dave Rideout		May 03	7
	Jennifer Soren	sen		
	Nancy Tubbs		Feb. 03	3
			Eab 02	1.0
	Ian Von Essen Dave Wolfer	1	Feb. 03 Apr. 03	9 2

Note: Italicized items are prior to June 23 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 11/7/2003

#### October 27, 2003

The serious work on the data model begins November 3. We have got participants from Washington State Ferries, WSDOT Rail Office, WSDOT Aviation Division, and the WSDOT GIS Data Steward in addition to those who are working on this from the steering committee. We may also have a freight representative but I am not sure yet.

We had a meeting in Portland with the Oregon Transportation Framework people and the Research Director from ODOT as well as WSDOT's research director. We received support for the concept but they made some changes I the scoping and geographic areas of the pilot. Here is the agreed scope for each phase:

#### Phase I

- The geographic area covers data integration from Benton and Walla Walla Counties in Washington and Morrow and Umatilla Counties in Oregon. This includes partnering with the Confederated Tribes of the Umatilla Indian Reservation.
- Software research and development includes a universal translator for data and tools for downloading and viewing transportation framework data.

#### Phase II

- The geographic area covers data integration from Clark and Cowlitz Counties in Washington and Columbia and Multnomah Counties in Oregon.
- Software research and development includes tools to assist with data integration and data quality evaluation as well as tools to assist with maintenance.

The Puget Sound pilot is on hold until we have a data model and are able to move forward. However, at the last partner meeting Curtis Mack, the GIS manager for the Department of Social and Health Services proposed testing some geocoding for the pilot. He is interested in locating day care centers in the region. This would provide us with a test of our highest priority business need.

I presented to the NW Tribal GIS Users Group in late September. I was able to meet a couple of partners with whom I had only corresponded by e-mail. Additionally the Indian Health Services has become a partner. I was also able to make contact with several tribes I had not been able to contact previously.

I attended the National URISA Conference in Atlanta, GA last week. I attended a workshop on E-Government, where issues of the Freedom of Information Act were presented as well as several other topics. I also attended a demonstration of the Geospatial One Stop Portal presented by Jack Dangermond and Hank Garie, the Executive Director of Geospatial One Stop. Hank gave me a contact in the USDOT who is interested in finding states to do pilots with. This portal has real possibilities and we may want to research becoming a "sub" portal ourselves. They are interested in providing incentives to get participation and this is at all levels.

At the end of the conference I attended a meeting of the "Give and Take: National Programs . . . Local Implementation" task force. This group includes Tom Conry, GIS Manager of Fairfax County, VA; Susan Johnson, City of Charlotte, NC; Cy Smith, OGIC Coordinator, OR; Michael Domaratz, USGS National Map; David Moyer, National Geodetic Survey, NOAA; Tim Trainor, Chief, National Geographic Partnerships, US Census Bureau; and Zoric Nedovic-Budic, University of Illinois@ Urbana-Champaign. They are committee to developing NSDI through

#### October 27, 2003

partnerships at all levels. There is more momentum in Washington D.C. than ever before. They are looking at homeland security implications of data as well. Michael Domaratz gave a terrific presentation on considerations for making data publicly available post 9/11. The themes and ideas the group is working with include:

- Collaboration, Cooperation and Coordination (aka. three 'C's; horizontal and vertical with equal treatment of all players);
- Roles and Responsibilities (leadership, oversight, guidance, control);
- Finances (leveraging and aligning resources, building local capacity, avoiding unfounded mandates);
- Access (by various users/ communities; private, public and non-profits)
- Standards (recognizing different user needs and purposes; focused on product specifications instead of methods).

I agreed to participate on the 3 C's group. This was an open forum and I used the opportunity to express the need to determine and illustrate the value of participation at all levels. I also supported Cy Smith's comments that local government gets tired of getting multiple requests for the same data from multiple federal agencies and the desire that they work through one contact point.

If anyone wants more information on this effort contact me and I will put you in touch.

Our next meeting is December 8 from 9 a.m. to 2 p.m. in Olympia at the WSDOT HQ in room 2F22. Video-conferencing will be available.

#### Attendees:

Member	Association	Representing
Art Shaffer	WSDOT NW Region Maintenance & Ops	Alternate WSDOT
Roland Behee	Community Transit	Transit Organizations
Joe Bowles	Walla Walla County Surveyor	East side local government
Chuck Buzzard	Pierce County GIS	West side local government
Dan Dickson	CRAB	CRAB
Tami Griffin	WSDOT Geographic Services	WA-Trans (Project Manager), Facilitator
Linda Gurell	Pierce County GIS	West side local government
Jerry Harless	Puget Sound Regional Council	MPO's, RTPO's
Dave Rideout	Spokane County Engineers Office	Spokane County
Jennifer Sorenson	Lummi Planning Department	The Lummi Nation
Terry Strandberg	Tulalip Tribes Community Planning Office	Alternate representing the Tulalip Tribes
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Ian Von Essen	Spokane County GIS	E-911
Dave Wolfer	WA. State Dept. of Natural Resources	DNR & other State DNR Agencies
Tim Rogan	Titan Systems	Guest

Not Attending:

Member	Association	Representing
Dave Cullom	Washington Utilities and Transportation	Pipelines, Utilities, Railroad
	Commission	
Patricia Paul	Tulalip Tribes Community Planning	The Tulalip Tribes
Wendy Hawley	Census Bureau	US Bureau of Census

### Agenda

- Introductions, Action Item Review
- Review Pilot Preparation Work
- Review Dispute Resolution
- Review Draft Accuracy, Resolution Definitions and Standards
- Review GPS Definitions and Standards
- Review WBS for OR/WA Pilot Project
- Legal Issues Updates to Legal Questions
- Action Item Review, closing

### Introductions and Review Action Items

- Tami sent a status report out prior to the meeting. There were no questions regarding the status report.
- Action items were reviewed and updates will be made to the action item document. Tami had sent out e-mails reminding individuals of their action items. She will very likely do this quarterly. Please see updated action item document for details.
- There will be some changes to steering committee membership. Dale Guenther will no longer be participating because the REO and their role in the IRICC has changed. The group agreed they needed a US Forest Service Representative. Nancy suggested contacting Kim who is on the IRICC from the Forest Service. *Action Item* Nancy will send Tami contact information for Kim.
- Nancy Tubbs reiterated that she would be replaced with Sam Bartleson who we hope to meet next meeting.
- Eric Jessup hasn't attended several meetings and has decided not to participate. He suggested Gloria Skinner with the WSDOT Freight Strategy and Policy office. Jerry H. wanted to talk to the freight person in his office to make sure that would be the best suggestion. *Action Item* Jerry speak with freight person at PSRC regarding steering committee representation.

- Eric also agreed to speak with Karen Schmidt about getting Tami into contact with FMSIB. Dan suggested that Dan O'Neil would be a good contact for FMSIB. Dan could introduce Tami to Karen if Eric doesn't.
- Dan reiterated that CRIS is not GIS enabled. However it was felt that we needed to know what data CRIS contains. *Action Item* Dan provide information about CRIS attributes.

### Pilot Preparation Work and Plan

Using the Pilot Project Preparation Steps task list the group reviewed work to be done. Reference "WA-Trans Pilot Preparation 9-9-03.pdf" for the draft document. The group went through the schedule one item at a time.

- Measurement Definitions Linda felt the process is more important for pilots than the deliverable. We can set levels of success such as "x line miles", "y amount of manual tweaking". Minimum deliverables may be needed especially if we give jurisdiction money. Jerry and Linda proposed a questionnaire to be provided to partners in the pilot effort to find out how things went, what worked well, what didn't work and what could be done differently. Action Item Jerry and Linda will develop a draft of this.
- <u>Equipment</u> Where will WA-Trans be housed? Tami identified this as a key part of the planning process. The steering committee felt WSDOT should host WA-Trans. *Action Item* Tami will follow up with WSDOT about servers, access and other items.
- WA-Trans Communication Plan, Change Management Plan, Dispute Resolution There was a great deal of discussion about the communication with the steering committee and the need for timely decision making by the steering committee when a pilot needs to make a decision that will affect a statewide implementation. It was recognized that changes to the data model were critical. Tami felt change management; dispute resolution and communication were all connected. It was agreed that Tami would draft something about this. Action Item Tami will draft a combination communication plan for the steering committee, change management plan and dispute resolution plan including the mediation process that Patricia developed. It is hoped that we won't have to go to formal mediation, but if we do, the document will be worth having. There were several suggestions for the communication. These include having a map (maybe using the one the Chuck developed in the application) that shows what work is done and illustrates what we are building. Action Item Tami and Chuck discuss how this can be developed and housed at WSDOT.
- <u>LRS</u> Dave Rideout asked if it was true that cities were going to have to fit into the milepost system. Dan said it was unlikely.
- <u>Networking</u> Regarding task 58 it was agreed that WA-Trans might not have a network included (certainly not in early versions), but should be structured to support being input to networking software. Networking may be a secondary application. QA/QC needs to validate networking support. *Action Item* Chuck Buzzard will work on identifying standards critical to support of networking related applications.
- <u>Archiving</u> It was agreed that we need to define a standard for archiving versions of WA-Trans and make them available. *Action Item* Dave Rideout will develop a draft of this.

Various utilities were identified to support WA-Trans. It was agreed that the Steering Committee needs to define an end result for pilots.

- <u>Security</u> It was discussed that there may be a need for two levels of WA-Trans. The first would be basic, publicly available level. The other is "security covered" for specific uses. It was also discussed that we may also want "value added" things available for cost that would make the data more useful. These would be utilities to support the data. *Action Item* Ian will describe a Security System for WA-Trans.
- Access for View Action Item Joe Bowles will describe "access for view"ing WA-Trans data.
- Access for Download Action Item Joe Bowles will describe "access for download"ing WA-Trans data.

- <u>Access for Maintenance</u> Development of tools to maintain the data. The hydro framework model
  may provide some ideas for this. *Action Item* Jennifer Sorenson will draft a description of this
  utilities providing "access for maintenance".
- <u>Translation</u> Jerry is proposing translators into the IRICC model included to make sure it will work for the land based federal agencies. We would like a "universal" translator to facilitate translation of various formats of data into WA-Trans. *Action Item* Jerry Harless will draft a description of a translator(s) for WA-Trans.
- <u>Integration</u> Software to support integration of disparate data. *Action Item* Roland Behee will draft a description of software integration for WA-Trans.
- QA/QC Action Item Dan Dickson will draft a description of software utilities to support QA/QC.
- <u>Deciding which line work to use</u> There is a need for discretion here. These decisions can cause bruised feelings. Jerry suggested referring to the process for watershed delineation at the REO website. Need to know what maintenance is going to involve. The provider of the first set of line work may not be the one who maintains it. Maybe we want to allow multiple data sources?

### **Review Dispute Resolution**

Patricia Paul developed a mediation document in support of dispute resolution. Pat wasn't at the meeting to discuss the document. It is hoped that disputes can be resolved at a lower level than formal mediation, but if mediation is needed the document will be very helpful. Tami is going to roll the document and other items into a combined description of change management, dispute resolution and communication with the steering committee. Patricia's mediation document is in <u>Appendix A</u> of this document.

### Draft Accuracy, Resolution & GPS Definitions and Standards

Dave provided the group with the following documents in support of this topic: "TRANS\_FTR\_HST Table .doc". Dave spoke of accuracy being defined in FGDC or USGS. He also referred to the WAGIC standards. This document is Appendix B.

Jerry described the following types of accuracy:

- Positional accuracy (x,y key to getting some of the others defined)
- Relative accuracy (how near is it to other things)
- Attribute accuracy correct value, correct spelling
- Completeness all features shown
- Topological Accuracy network integrity
- Precision is related to scale engineering

Purpose of the standard is choosing between data sets. It was agreed we need to define "target accuracies" for various business needs. We may have three levels of accuracy: 1 for urban, 1 for rural and 1 for forest roads.

Action Item – Dave will identify draft target accuracies in support of various business needs.

Dave also provided the group with draft "GPS Standards for Transportation Feature Collection.doc". He proposed standards and processes for GPS data collection based upon some Forest Service standards. This is <u>Appendix B2</u> of this document. Joe Bowles identified that much greater accuracy could be achieved than the document identified. Art thought there may be RCW for surveying and WACs. *Action Items* – Art will provide the laws and rules for surveying.

## WBS for OR/WA Pilot Project

Tami went through the work breakdown structure she developed for the OR/WA pilot proposal that we are hoping to get pooled funding for. Reference "OR WA Pilot Project Plan.pdf" for the draft of this

plan. In general there was support for the work breakdown structure as it was. However, the following suggestions were made:

- Jerry felt that building a "universal translator" was a critical element that needs to be done very early on in the process.
- It was also felt that tasks need to be added to QA/QC to support the steering committee performing some high-level testing.
- The words "post mortem" will be changed to something a little more positive sounding.
- Add a task under what is now called "post mortem" for completion of questionnaires by partners on the process and how it went.

Action Items – Tami will make the changes requested above to the work breakdown structure.

There was a discussion on use of Universities for this. Tami has to find out how that works with these grants. It may be necessary to work with a university to actually do the work. Tami is concerned about the cost she has heard about U of W. It was suggested that we look at Central because the NW Spatial Reference Center is there. *Action Item* – Joe Bowles will provide contact the NW Spatial Reference Center.

### <u>Legal Issues – Updates to Legal Questions</u>

Dave proposed that since we are all under the public disclosure laws that we don't need disclaimers or licensing agreements on WA-Trans. There was a great deal of discussion about this. It was proposed that we have the RCW quoted and agreed to as a disclaimer since this law provides liability against suits for "reasonable use" of the data.

Jerry suggested a "users guide" up front so expectations are managed. Linda explained that Pierce County has been sued over transportation data and that we need to explain that the data is as it is and is used at the users own risk.

Jennifer explained that the tribes are not under the public disclosure laws. Tami expressed concern that a lot of potential partners may be lost if we aren't careful how we handle this.

Linda proposed an architecture that facilitates any data provider having their own licensing language attached to the use of the data they provide.

Dave wants the group to vote on whether there will be a "disclaimer" or "licensing agreement" on WA-Trans. **Action Item** - It was agreed Dave would draft what would be voted on and the group would make a decision using the decision making process defined at our first meeting.

## Action Item Review, Closing

The next meeting will be held October 27 in Seattle at the Puget Sound Regional Council office at 1011 Western Ave. Suite 500.

### Appendix A

Mediation Rules and Mediation Agreement
For the
WA Trans-Framework Project

Drafted by Patricia Paul, committee member September 10, 2003

The Washington Transportation Framework Steering Committee is establishing the following administrative rules for mediation.

# 1. Initiating Mediation Any party may initiate the process of mediation by mailing or faxing a request or referral form to \_\_\_\_\_. Upon receipt of the request, the \_\_\_\_\_\_ will contact the other parties, solicit their participation in the mediation process, provide the information on the mediation process to all parties and make the final arrangements for the mediation. 2. Selection of a Mediator The \_\_\_\_\_ will provide the parties background information about potential mediators and will confer with all parties regarding the selection of the mediator. The \_\_\_\_ will make an effort to obtain agreement among the parties regarding the selection of the mediator. If the parties are not able to agree on the selection of a mediator within thirty (30) days following the initiation of the procedure, they shall either agree to be bound by the selection to be made by the \_\_\_\_\_\_ in its sole discretion, or alternatively, shall abandon the mediation with notice to the \_\_\_\_\_\_ and all other parties. 3. Conflicts of Interest and Confidentiality The parties and the mediator have a duty to make prompt disclosure to the of any fact or circumstance that would reasonably call into question the neutrality or impartiality of the mediator. Such facts or circumstances include (without limitation) any past, present or prospective direct or indirect representational, business, organizational, family or other affiliation between the mediator and the parties. If the mediator is a member of a law firm a diligent effort must be undertaken to determine and disclose whether a conflict may or does exist with any of the attorneys of the firm or its clients. If such disclosure is made, the \_\_\_\_\_ will inquire if the parties wish to waive any possible conflict and proceed. If any party objects to the selection for cause, the mediator will be excused and the selection process will be, at the option of the parties, either reinstituted or the process will be terminated. If all parties waive any objection after disclosure, and in writing, the mediator will proceed to mediate the case.

The mediator shall maintain the confidentiality and privacy of the mediation proceedings.

4. Final Arrangements for the Mediation

	The	will confer with the parties regarding the following:
	a.	The exchange of documents or other information prior to the mediation, if requested;
	b.	The identity of person present for the mediation and any issues involving authority to
	C	settle; and Any other relevant matters.
	C.	They other relevant matters.
•	•	rties will be provided with a written agreement to mediate at least fourteen (14) days prior nediation.
•	The par	rties will be required to execute the agreement at the outset of the mediation.
•	betwee	cuting this agreement, the parties waive any potential conflict or appearance of conflict n the mediator and one or more of the parties for which advance written disclosures were to the parties.
re of	sponsibil	convenient time and location of the mediation and the issuance of notice will be the ity of the mediator based on the agreement between the parties, subject to the intervention, only if necessary. The mediator and the are authorized to postpone the mediation in their discretion.
de	termine a	ernatively, the law of the state or Indian tribe in which the mediation is conducted) will all procedural issues involving the mediation process, including confidentiality, unless the erwise agree.
	iation to lourt.	be conducted is court-ordered, the procedure will comply with the applicable rules of such
5.	The Mo	<u>ediation</u>
•	arties in i ounsel.	nterest to the dispute shall be present at the mediation and may be accompanied by
ar	rangemer	ve reasonable authority to settle the case and are encouraged to make advance at the to be able to confer by telephone with persons, if necessary, having additional authority, who will not be physically present at the mediation session.
		consist of a joint session followed by a series of separate and private meetings or caucuses ch side and the mediator.

The mediation session is confidential in that:

No participant or person in the mediation may later testify or seek to compel the
testimony of another in any proceeding as to what statements were made or omitted by
any person in connection with the mediation session or with respect to any event or
occurrence during the mediation;

The mediator shall not disclose any information received by a party to the other parties in the mediation

without prior express permission from the disclosing party.

b. No statements made or omitted in the mediation shall be subject to discovery in any proceedings; and

c. The disclosure by a party or by the mediator of any information given to the mediator in the course of the mediation shall not alter its confidential or privileged character or be the basis of argument that a waiver of such privilege occurred.

The parties shall not subpoena or otherwise seek to compel the mediator or the mediation service to testify or produce records, notes or work product in any proceeding as to what was said or produced in the mediation session or in any communication made as part of arranging for the mediation, with the sole exception being that the mediator shall be called as a witness in an action to enforce a settlement reached in the mediator's presence. In such event, the court hearing the mediator's testimony shall be empowered to order either or both parties to pay all costs occasioned by the request of the mediator to testify, including all the mediator's travel and out-of-pocket expenses incurred in connection with the mediator's testimony, as well as the mediator's customary hourly fee (which the parties are advised is likely in excess of any per-day charge of the mediator through this particular mediation agreement rule). The mediator's testimony shall be restricted to those events subsequent to declaration that the mediation was terminated, and this provision shall not waive the confidentiality of earlier discussions and events.

Any party may terminate the mediation at any time by so informing the mediator. The mediator, in his or her discretion, may terminate the mediation at any time with or without cause by declaring to the parties that the mediation is terminated.

If the parties agree to settle their case, the mediator will declare the mediation terminated for the purpose of allowing the parties to reduce the basic terms of the settlement to each other in writing, without the application of the mediation confidentiality statutes.

If the ca	ase does not settle, the parties may elect to have the mediator continue to make efforts by
	telephone or otherwise to mediate the case, and shall inform the
	accordingly.

#### 6. Costs

All costs for the mediation shall be born equally by each party.

#### 7. Qualifications of Mediators

Any person desiring to make his or her services, as a mediator available under this program shall comply with the following:

- a. Be certified as a mediator;
- b. Be in good standing as a mediator;
- c. Agree to abide by the mediation rules as set forth herein and as may be amended from time to time; and
- d. Obtain and provide proof of a minimum of sixteen (16) hours of mediation training, or alternatively, submit a written request that this training requirement be waived.

#### 8. Notices

All notices, communications or awards required by these rules to be made in writing may be made by first class mail, expedited commercial mailing services, telegram, email, or facsimile transmission. The mediator may give notice by telephone.

### Agreement to Mediate

This Agreement to Mediate, made o	n the	day of		,
200, at	,			
This is an agreement between:				
	, representing		, and	
(Mediator) to enter the process of M	[ediation:			
(C				
In the Matter of Mediation of:				
in the Matter of Mediation of.				

Whereas: The parties choose mediation as the dispute resolution mechanism. The parties and the mediator agree to negotiate in the mediation process in good faith and with a concerted effort to resolve the dispute.

The Parties Also Agree to the Follows:

- 1. Role of Mediator: The mediator will act in the capacity of a neutral, third-party facilitator in the court of negotiations towards reaching a solution to the dispute in question.
- 2. Code of Conduct: The mediator, along with the parties involved in the mediation process shall establish and agree to basic ground rules that will facilitate the process of mediation. The parties shall act in good faith.
- 3. Impartiality: The mediator is a completely impartial third party and shall not advance the interests of one party at the expense of another.
- 4. Confidentiality: All information disclosed in the process of mediation shall remain confidential, unless agreed to by the parties. All information, including but not limited to oral proposals, written evidence, data, reports, and other evidence, presented during mediation sessions cannot be used by the other party if the matters proceeds to another body. The mediation cannot be compelled to testify or provide documentation regarding the issues discussed during the mediation process except under lawful authority. The parties agree not to call the mediator as a witness in the court of any legal proceedings, nor subpoena any records or notes resulting from the mediation sessions. The mediator shall not discuss any elements brought forth during the course of the mediation sessions with Agency colleagues, unless agreed to by parties.
- 5. Authority to Settle: In order for the negotiations to be effective, it is necessary that each party is represented by an individual who is duly authorized to negotiation and enter into an agreement with the other party.
- 6. Exchange of Documents and Information: All parties must disclose and exchange all relevant information and documentation with the mediator and other parties.

- 7. Summary Report: Prior to mediation, it is agreed that each party will submit a brief summary of the issues in dispute to the mediator within a given number of days agreed to by all parties, before the first mediation session.
- 8. Scope and Time Frame of Mediation: The mediator and the parties shall establish the scope and time lines for mediation.
- 9. Legal Counsel/Advice: The mediator will not advise either party regarding legal or other issues. The parties shall secure their own independent legal counsel, if they deem it necessary, to completely understand the ramifications of the settlement.
- 10. The Conclusion of Mediation: Mediation is a voluntary process. The process of mediation will proceed until a negotiated settlement is reached unless one of the parties withdraws from the process; or in the instance the mediator believes that it is not possible to reach a solution. In the event of a partial solution, alternatives proposed for the remaining issues shall be put in writing as well.

Signed:
Party 1:
Dated:
Party 2:
Dated:
Mediator:
Dated:

# Appendix B1 – Transportation Feature

**DATA TABLE:** TRANS\_FTR\_HST (Transportation Feature History)

Documents information about the sources of both tabular and spatial data in the TRANSPORTATION (TRANS) GIS coverage.

Data Table Outline

COLUMN	<u>FORMAT</u>	<u>LENGTH</u>	DEC
EDIT_WHEN_DT	DATE		<u>-</u>
EDIT_WHO_TXT	VARCHAR2	50	
FTR_ACCUR_NR	NUMBER	9	4
FTR_EDIT_DT	DATE		
FTR_EDIT_WHO_TXT	VARCHAR2	8	
FTR_INPUT_CD	NUMBER	2	
FTR_INTRP_CD	NUMBER	2	
FTR_MOD_CD	VARCHAR2	3	
FTR_ORG_CD	VARCHAR2	12	
FTR_SRC_CD	NUMBER	3	
FTR_SRC_DT	DATE		
FTR_SRCSCALE_NR	NUMBER	7	
TRANSFTRHST_ID	NUMBER	10	

Columns that require data are in bold.

## EDIT\_WHEN\_DATE

Edit when date. System generated date feature was last edited.

Example: 20001122 (CCYYMMDD = November 22, 2000)

## EDIT\_WHO\_TXT

Edit who text. System generated user ID of person who last edited feature.

Example: xxxx490

# FTR\_ACCUR\_NR

Feature accuracy number. Describes the positional accuracy of the route line work being added or updated in the database. Describes the correctness of the measurement. Refer to USGS map accuracy standards for more information. Use actual value e.g. .001; 3; 100.

Example: 0.005 (meters)

Default: 0.000 (used when the accuracy is unknown)

#### FTR\_EDIT\_DT

Feature edit date. System generated date the transportation spatial feature was either entered, updated or deleted in the Department of Natural Resources' (DNR) transportation GIS database.

Example: 20001122 (CCYYMMDD = November 22, 2000)

### FTR\_EDIT\_WHO\_TXT

Feature edit who text. System generated user ID of person who last edited the associated geometry of a spatial feature.

Example: George W. Bush

# FTR\_INPUT\_CD

Feature input code. Identifies the way in which feature data is entered or updated in the Department of Natural Resources' (DNR) transportation GIS database. The codes can be found in the associated lookup table.

Example: 2 = Scanning

Default: 99 = Unknown / unclassified

# FTR\_INTRP\_CD

Feature interpretation code. Identifies the methodology used to compose and derive feature information prior to data entry into the Department of Natural Resources' (DNR) transportation GIS database. The codes can be found in the associated lookup table.

Example: 2 = GPS

Default: 99 = Unknown / unclassified

### FTR\_MOD\_CD

Feature modify code. Identifies the type of change that occurred to a transportation spatial feature in the Department of Natural Resources' (DNR) transportation GIS database. The codes can be found in the associated lookup table.

Example: Deletion of an existing spatial feature

### FTR\_ORG\_CD

Feature organization code. Identifies the organization that compiled, entered, updated or deleted a transportation spatial feature data in the Department of Natural Resources' (DNR) transportation GIS database. The codes can be found in the associated lookup table.

Example: wadot = State of Washington, Department of Transportation

Default: uk = unknown

### FTR\_SRCSCALE\_NR

Feature source scale number. Describes the scale denominator of the compilation map or image source when adding or updating transportation spatial feature data in the Department of Natural Resources' (DNR) transportation GIS database.

Example: 24000

## FTR\_SRC\_CD

Feature source code. The compilation map or image source used when adding or updating transportation spatial feature data in the Department of Natural Resources' (DNR) transportation GIS database. The codes can be found in the associated lookup table.

Example: 2 = Orthophotography Default: 99 = Unknown / unclassified

## FTR\_SRC\_DT

Feature source date. The date of the compilation map or image source used when adding or updating a transportation spatial feature in the Department of Natural Resources' (DNR) transportation GIS database.

Example: 20001122 (CCYYMMDD = November 22, 2000)

Default: 14520101 (January 1, 1452 used when no source date is available)

### TRANSFTRHST\_ID

Transportation feature history identification. Unique computer generated number assigned to each occurrence of a transportation feature history.

Example: 12345678

# <u>Appendix B2 - Draft GPS Standards for Transportation Feature</u> Collection

Resource and Recreational grade GPS standards for Transportation feature collection 9/8/03 (Working Document)

The intent of these standards is to increase the likelihood that GPS derived coordinates will fall within a 10 meter accuracy requirement for stationary features and 15 meter accuracy requirements for dynamic feature applications.

#### **RESOURCE GRADE GPS UNITS:**

#### Settings:

- 1. PDOP no higher than 12
- 2. SNR no lower than 4
- 3. Elevation mask set no lower than 10o in real time correction mode or 15o in post processing mode.
- 4. Collection sample of no less than 5 fixes per point, or a maximum interval of 15 feet between vertices in line or polygon mode.
- 5. Unit set to 3d manual mode
- 6. When real time correction is not available, use logging intervals equal to that of your reference station.

#### Protocols:

- 1. Each daily field data set should include at least one previously "verified" point to verify registration to the layer database. "Verified" points are those that have a georeferenced link back to database coordinate systems. This registration process ensures that the currently logged data set is spatially relevant to the rest of the framework database.
- 2. When post processing is required, use the closest reference station with the shortest logging interval time as possible.
- 3. If the GPS unit losses 3d lock on satellites, wait several minutes after resumption of satellite lock before resuming data collection.

#### RECREATIONAL GRADE GPS UNITS

Recreational grade GPS units such as Garmin, Magellan, etc, can provide adequate spatial accuracy for features, *IF*, units are supplemented with real time differential beacon receivers for all data collected. Recreation GPS units can not be post processed, so if real time correction is lost, the error of position will most likely exceed the 10 meter tolerance.

#### Recreation Grade GPS Protocols:

- 1. Stop logging whenever the unit reverts to 2d mode. If possible set alarms to tell the operator when this happens.
- 2. Stop logging whenever the real time correction single is lost.
- 3. Stop logging whenever the GPS unit's calculation of position error exceeds 40'
- 4. Each daily field data set should include at least one previously "verified" point as described above.

### **Steering Committee Action Items 9/15/03**

WA-Trans Steering Committee Action Items List						
What	Who	When	Status			
Send Tami contact information for Kim regarding USFS	Nancy	October 17, 2003	Assigned			
representation on Steering Committee	· · · · · · · · ·	.,	8 - 3			
Speak with person at PSRC regarding freight representation	Jerry	October 17, 2003	Complete			
Provide details of CRIS attributes	Dan	October 17, 2003	Assigned			
Develop draft of measurement definitions (questionnaire)	Jerry and	October 17, 2003	Assigned			
(1	Linda	.,	6			
Follow up with WSDOT regarding servers and hosting WA-	Tami	Long term effort	Assigned			
Trans		U	U			
Draft a combination communication plan, dispute resolution	Tami	October 17, 2003	Assigned			
process and change management plan			C			
Discuss how the Map application Chuck wrote for WA-Trans	Tami and	ASAP	Assigned			
web application can be used to show project progress and	Chuck					
where it should be served from.						
Work on developing draft standards critical to support of	Chuck	October 17, 2003	Assigned			
networking related applications			-			
Develop draft standards for archiving, version control and	Dave R.	October 17, 2003	Assigned			
retrieval of earlier versions of WA-Trans						
Develop draft description (high level specs) for security	Ian V.	October 17, 2003	Assigned			
utilities for WA-Trans						
Develop draft description (high level specs) for "Access for	Joe B.	October 17, 2003	Assigned			
Viewing" WA-Trans data						
Develop draft description (high level specs) for "Access for	Joe B.	October 17, 2003	Assigned			
Downloading" WA-Trans data						
Develop draft description (high level specs) for utilities	Jennifer S.	October 17, 2003	Assigned			
providing "Access for Maintenance"						
Develop draft description (high level specs) for a translator(s)	Jerry H.	October 17, 2003	Assigned			
for data into WA-Trans						
Develop draft description (high level specs) for software to	Roland B.	October 17, 2003	Assigned			
facilitate integration of data for WA-Trans		0 1 17 2002				
Develop draft description (high level specs) for software	Dan D.	October 17, 2003	Assigned			
utilities to facilitate QA/QC for WA-Trans	D W	0 . 1 . 17 2002	A · 1			
Identify target accuracies for urban, rural and forest roads in	Dave W.	October 17, 2003	Assigned			
support of various business needs.	A . G	0 . 1 . 17 2002	A ' 1			
Provide laws and rules for surveying data regarding roads or	Art S.	October 17, 2003	Assigned			
other transportation infrastructure.	T. : C	0 . 1 . 17 2002	C 1.			
Change OR/WA Pilot Work breakdown structure as described	Tami G.	October 17, 2003	Complete			
in the notes.	T D	0-4-117 2002	A			
Provide Tami contact information regarding NW Spatial	Joe B.	October 17, 2003	Assigned			
Reference Center and Central University GIS	Dovo P	Oatobar 17, 2002	Assigned			
Draft position document to use in decision regarding the use of a disclaimer or licensing agreement for WA-Trans data.	Dave R.	October 17, 2003	Assigned			
Create a more informative extract of Census inventory data	Wendy H.	ASAP	Assigned			
that can be used in the WA-Trans Web application.	wenuy n.	ASAL	Assigned			
Compare various versions of metadata standards (ESRI,	Wendy H.	October 17, 2003	Assigned			
WAGIC/ISB, FGDC) and report on differences.	wenuy 11.	OCIODEI 17, 2003	Assigneu			
Write a proposal for use of DOT pooled research funding for	Tami	When an example	In Progress			
OR/WA pilot with ODOT.	1 anu	is received.	in i rogress			
Provide results from CRAB survey to WA-Trans.	Dan	When completed	In Progress			
1 TOVICE TESUITS JOHN CRAD SUIVEY TO WA-11CHS.	Dun	wnen compieted	in i rogress			

Note: Italicized items are prior to June 23 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 10/7/2003

#### **Steering Committee Action Items 9/15/03**

WA-Trans Steering Committee Action Items 1/15/05  WA-Trans Steering Committee Action Items List						
What	Who	When	Status			
Work with Nick Marquardt, PSRC, and TNM to develop scop of pilot project.	pe Tami, Jerry	ASAP	In process			
Check to see which state agency USGS provided their 1996 roads data to	Nancy	ASAP	Complete			
Input data you have available for each type of data needed in the Internet application.	n P.P., D.R., I.V., W.H., D.W.	Spokane County - ?? Census - ?? WADNR – Aug. 30	J.B., C.B., T.A., R.B., E.J.,			
Investigate inviting Tami to FMSIB meeting.	Eric	ASAP	Assigned			
Get OGIC requirements and make sure they are covered in the document.	Nancy (no longer Dale)	Aug. 12	Nancy is waiting for the Oregon Meeting.			
Track monthly time/travel investments on the web application.  (http://icicle.co.pierce.wa.us/watrans/da/da_frm_time.htm)	SC Member	Last Reported	l # of Months Reported			
	Tareq Al-Zeer	Feb. 03	3			
	Roland Behee	July. 03	4			
	Joe Bowles	Feb. 03	2			
	Chuck Buzzard	Apr. 03	3			
	Dave Cullom	Jan. 03	1			
	Dan Dickson	Feb. 03	1			
	Dale Guenther		0			
	Jerry Harless		0			
	Wendy Hawley	Sept. 03	10			
	Eric Jessup	1.6	0			
	Patricia Paul	Mar. 03	3			
	Dave Rideout	May 03	3			
	Nancy Tubbs	Feb. 03	3			
	Ian Von Essen	Feb. 03	9			
	Carrie Wolfe	Jan. 03	5			
	Dave Wolfer	Apr. 03	2			

Note: Italicized items are prior to June 23 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 10/7/2003

#### **September 15, 2003**

The big news since our last meeting is the work I have been doing with Oregon on two different but related efforts. The first is our data model. Oregon has agreed to partner with us in extending the data model. After some discussion with them they feel the existing model may cover many of the areas we didn't think it would. So I am going to be setting a meeting with our "modeling team" and theirs for one day, probably in Portland, to go over the model carefully and determine what it will do and what it won't do. I need to bring to that meeting someone with:

- Ferry data knowledge,
- Rail data knowledge,
- Aviation data knowledge,
- Freight data knowledge,
- Roland can represent transit.

So if you know someone with that knowledge who may be interested please let me know. In the meantime I will work through WSDOT sources. I hope to have the meeting scheduled by the end of the month. After that meeting Chad Brady, ODOT data modeler will work one the model some more. We will decide what other meetings we need at the end of that meeting and set them up then. I will provide transportation from Olympia (maybe Tacoma) to that meeting.

The second big thing we are working on together is to get funding for a Washington, Oregon pilot. We now know that both our research directors (ODOT and WSDOT) are supportive of our efforts. We also know that we need to try to include Idaho, at a minimum to increase our chances of funding. So we are now working on a pilot that starts at Walla Walla County and Umatilla County and extends east into Idaho. We will also try to add Benton County Washington. We will include development of various software utilities to support maintenance, QA/QC and data integration in the scope. It would be a phased implementation. We (the WA-Trans Steering Committee) will review the proposed WBS at this meeting.

I met with FHWA about their participation in the project. I didn't get anywhere regarding funding as they let the states have most of the control of the funds. However, they did agree to attend the partner meetings again.

I attended a demonstration of the application for Sex Offenders that the Department of Corrections had. The application was very interesting and they are really in need of coordination regarding data collection, data standards and street centerline and addresses. They are very interested in WA-Trans and have been added to the partner list. At the same time I was able to contact someone from DSHS and solicit their involvement. We do need to become a resource for geocoding for the state.

I attended a WSDOT Statewide GIS Users Group meeting in Wenatchee and presented on WA-Trans. Several regional people from the Wenatchee office indicated a big interest. They are already working with several counties to get their data and using it in a variety of ways. Both the real estate office and planning office indicated a strong interest.

By the time we meet I will have presented on WA-Trans to the next executives, which I work under. That happens Thursday afternoon. We hope to gauge their support for helping us find funding and resources. I have one piece of good news to share. Completing a WA-Trans pilot has been proposed as a WSDOT strategic objective for the biennium! If this objective is adopted that puts real teeth behind it.

#### **September 15, 2003**

I am pursuing a couple of efforts to do cost benefit analysis for WSDOT involvement in WA-Trans. First I am going to work with a planner up in Seattle who is working on big regional projects. I hope to work closely with him to be able to identify exactly where and how WA-Trans would be used, what it would save them if it were available and what new things could be done with it. I am also hoping to work with some people in WSDOT North Central Region (headquartered in Wenatchee) on some other types of cost benefit analysis.

As announced in the last status I am presenting at the Tribal GIS Users Group meeting on Thursday the 18<sup>th</sup>.

The Regional Ecosystem Office has been reorganized and Dale Guenther has been reassigned. He will no longer be in the steering committee. He does not have a replacement contact for us. If anyone has any contacts within the Forest Service or the REO that we could talk to about replacing Dale, please share that with me.

Our next meeting is October 27 from 9 a.m. to 2 p.m. in Seattle at the offices of the Puget Sound Regional Council. There will be no video conferencing at the October meeting. The one following that is December 8 in Olympia and video-conferencing will be available.

#### Attendees:

Member	Association	Representing
Tareq Al-Zeer	WSDOT NW Region Maintenance & Ops	WSDOT
Roland Behee	Community Transit	Transit Organizations
Joe Bowles	Walla Walla County Surveyor	East side local government
Chuck Buzzard	Pierce county GIS	West side local government
Tami Griffin	WSDOT Geographic Services	WA-Trans (Project Manager), Facilitator
Dale Guenther	Regional Ecosystem Office (REO)	IRICC
Jerry Harless	Puget Sound Regional Council	MPO's, RTPO's
Wendy Hawley	US Census Bureau	US Census Bureau
Patricia Paul	The Tulalip Tribes Community Planning	The Tulalip Tribes
	Office	
Jennifer Sorenson	Lummi Planning Department	The Lummi Nation
Terry Strandberg	Tulalip Tribes Community Planning Office	Alternate representing the Tulalip Tribes
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Dave Wolfer	WA. State Dept. of Natural Resources	DNR & other State DNR Agencies

Not Attending:

Member	Association	Representing
David Cullom	Washington Utilities and Transportation	Utilities, Rail, WUTC
	commission	
Dan Dickson	CRAB	CRAB
Eric Jessup	Strategic Freight Transportation Analysis	Freight
	Project, Project Manager	
Dave Rideout	Spokane County Engineers Office	Spokane County

### Agenda

- Introductions, Action Item Review
- Legal Issues Postponed
- Tasks to Complete Prior to Pilot
- Data Model Review Results
- Data Model Next Steps
- Use of Business Need Categories
- Begin Discussion of Standards
- Action Item Review, closing

### **Introductions and Review Action Items**

- Tami sent a status report out prior to the meeting. There were no questions regarding the status report.
- Action items were reviewed and updates will be made to the action item document. Tami asked for
  dates when outstanding action items would be completed. Please see updated action item document
  for details.
- Tami reminded the group to please update the time they are spending on WA-Trans in the application so she can use the data for our matching contribution in grant applications.
- The agenda was changed. Because Dave Rideout was unable to attend the discussion on legal issues was tabled until the next meeting. A discussion was added regarding the Department of Corrections Pilot on address geocoding of sex offenders data. Ian Von Essen led the discussion.
- Nancy Tubbs explained that she would be leaving participation in the steering committee, possibly at the end of the next meetings. She will quit working on Washington activities and devote herself full-time to Oregon activities. Sam Bartleson will arrive (possibly by the end of August) and take over

- responsibility for the WA-Trans Steering Committee. Nancy hopes to introduce him at the next meeting.
- Patricia welcomed the Lummi Nation to the group and offered to share with Jennifer and work with her collaboratively in the project.

### Legal Issues

This topic has been tabled. However, Patricia Paul announced that she has forwarded the draft document to the legal people for the Tulalip Tribes for feedback.

### Tasks to Complete Prior to a Pilot

Tami created a document titled "Pilot Project Preparation Steps" that she sent out in advance of the meeting. This is a work breakdown structure (or task list) of things that need to be done or direction that needs to be set prior to working on a pilot. It is incomplete and very high level. Eventually it could be turned into a work plan for pilots. Right now it can provide the steering committee with direction for making decisions and completing deliverable to set and "over-arching" direction for a statewide implementation of a transportation framework for a pilot and across various pilots. The group evaluated the task list. The following suggestions (action items were made)

- There was discussion regarding what is meant by "Accuracy Targets" and "Resolution". Tami developed much of the standards material from the Oregon Road Centerline Data Standard Version 0.1. We can change these things but they provided a guide to get the discussion started. Once the Oregon description was discussed it was determined that we would discuss these later in the standards discussion.
- Jerry identified testing as a missing item. It was agreed that under the Processes QA/QC a test plan would be a reasonable deliverable. The test plan would be high level and describe criteria from a statewide perspective to make sure the business needs are being supported adequately. This such as "did the correct data get in it?" "Does it meet functional goals?" etc. will be evaluated. It is expected that during pilots more detailed QA/QC will be developed but the steering committee needs to set up some tests for over-riding criteria and success measurement. *Action Item* add "test plan" related tasks under task number 65. (Tami)
- *Action Item* Patricia volunteered to work on the dispute resolution process (task 15). She agreed to forward a first draft to the group by September 5.
- There was discussion regarding task 40; Global Positioning Systems. It was agreed that that should actually be broken into 3 sub-areas. *Action Item* Subtasks are: Data collection using GPS, GPS for AVL (Automated Vehicle Location), and GPS for geocoding. They are all different and require different standards and processes. *Action Item* Dave Wolfer agreed to spend some time working on definitions and possible standard drafts for these items.

### Department of Corrections Address Geocoding Application

The Washington Department of Corrections is exploring the use of GIS. They manage up to 5000 sex offenders statewide. They need to geocode against addresses. They look at vulnerable populations such as daycare centers and schools. A lot of state agencies have given up working with local agencies when it comes to data. Local governments have had a hard time updating GDT. GDT doesn't work because it doesn't have schools, etc. The pilot they are working on for this includes King, Pierce and Spokane County using local data. They have contracted with ESRI to develop the ArchIMS Server application. They are trying to create a geocoding service for county that have roads data. If it was associated with WA-Trans it could create political momentum. ESRI is to write up recommendations to corrections. If we could get ESRI to recommend WA-Trans as a part of the solution we will have some momentum with other state agencies. Additionally Ian suggests we can show the concept to other agencies to get them to buy in. The positives are that the pilot is funded and has active participation with ESRI. *Action Item* - Tami will try to attend the next meeting. Ian and Linda Gurell will assist with keeping WA-Trans on the front burner with this group.

Jerry pointed out that one point in our favor is that it is difficult to give data to multiple state agencies. We can smooth that process out and can position ourselves to provide a geocoding service for state agencies. Tami pointed out that if the data is inaccurate (GDT) it could cause real problems (liability?) for Corrections. Ian's concern is that if it appears to hard they will decide not to use GIS.

### Data Model Review Results

Jerry Harless agreed to evaluate different data models against our business needs. He performed a high level screening of the IRICC model, the Oregon All-Roads model and Geospatial One-Stop Models. Oregon and IRICC are the most similar, and Geospatial One-Stop is a data exchange standard.

All models deal with time differently. IRICC has old, new, future, ODOT could be using status that way and One-Stop says they don't do that.

In terms of a routing system Geospatial One-stop doesn't have addresses.

#### Some comments include:

- #32 is of concern for Patricia regarding storm water management and tribal treaty rights. It was determined that these will require an overlay. *Action Item* Tami will update the spreadsheet and add it to our overall matrix set of spreadsheets.
- No support for bi-directional carriageways. This is a big issue for WSDOT and MPO's and RTPO's. It is not part of any model and Ian thought ESRI might have had difficulty dealing with it.
- Ferries are not included and need to be included. They are part of the state highway system but unique. How do we handle them?
- Roland identified that address matching and linear referencing are critical and require a high degree of accuracy for transit.
- There was concern with the IRICC model and Dale's needs being met with the Oregon model. It was thought that Dale attended the Oregon meeting and had stated that the Oregon model encompassed the IRICC data.
- There are only roads included in all models except GOS. The GOS had separate modes but their transit does not include anything that runs on roads (such as buses!).

Jerry's recommendations included using the Oregon model as the basis for our own and work with them to extend the model to other modes and consider the bi-directional carriageways.

### **Data Model Next Steps**

The decision was made to accept Jerry's recommendations. The following plans were made to pursue continuing to work on the data model:

- Action Item Tami will talk with Oregon and ask them to work with us in extending the model. We can ask them to participate with us and if they decline we can propose developing an extended model and then working with them to make it usable for both parties.
- Chuck was concerned about having too many people making it too complicated.
- Patricia was concerned that there are no tribes involved in Oregon. She mentioned a paper about GIS usage in Indian Country and the historical basis in using maps to take away historical rights. Patricia offered to assist the Oregon effort in establishing contacts. Action Items Tami will discuss it with Ed Arabus from Oregon and contact Patricia about this. Patricia also indicated a concern that there may be some scope creep in extending the model.
- It was agreed that once the negotiation with Oregon has been completed some intense multi-day workshops would be scheduled. Volunteers would commit to attending them for the purpose of extending the data model. Volunteers include:
  - o Roland Behee
  - o Chuck Buzzard (available end of September)

- Jerry Harless
- o Jennifer Sorenson
- USGS (Action Item Nancy will check with Vicki of USGS to see if they can or should participate)
- o There is a need for a rail representative (*Action Item* Tami will contact Jeff Shultz and try to find a rail data representative)
- Tami will schedule a meeting with all volunteers and Oregon participants and let everyone know where it is.
- Dale indicated concern that the Oregon model may not work as well with data of the people he works with. He is going to schedule a meeting with transportation planners from Bureau of Land Management and the US Forest Service and other natural resource agencies related to transportation issues to discuss integration issues. He is concerned with the structures components of bridges and culverts, which must be tied to the network to meet their business needs. **Action Item** Dale will have his meeting and get back to Tami and the group regarding issues of integration of their data.

## **Use of Business Need Categories**

The various business need categories were reviewed in the BN Matrix and accepted. Action Item – Dave Wolfer agreed to take a first cut at providing definitions for the categories prior to the next meetings (September 5).

### Begin Discussion of Standards

The list of standards tasks was reviewed from the Pilot Project Preparation Steps document. The following were discussed:

- Metadata standards There was a lot of discussion about the ISB standards, which include the
  WAGIC Basic and Working Level Subsets. There was concern about how this standard compared to
  the metadata tool in ArchGIS. It appears to be a smaller set. There was also some feedback that the
  documents defining the standards are poorly edited. The group agreed this standard was an
  acceptable starting place for WA-Trans.
- Feature Identification Code This should be a bi-product of the effort.
- LRS There was discussion regarding the cities not having the same LRS. The counties and state use route/milepost and the cities use distance from intersection. It was agreed that a distance from intersection LRS would have to be added along with a crosswalk between them. DNR does not have an LRS and neither do the Tulalip Tribes or the Lummi Nation. This would require an extension to the OR data model.
- Addressing It was agreed that we could use the OR data model's addressing scheme as a starting place. The pilots will have to be tasks with developing a process for integrating different addressing systems. Terri mentioned that the Tulalip have up to three names for streets. Many have a local name, and E-911 name and have been renamed in honor of tribal members. Any name needs to be acceptable. The Oregon model appears to allow for up to three route numbers and up to three street names.
- There was a discussion of resolution and accuracy. It was agreed we needed 3 different resolutions. A local level, a regional level and statewide level. Each would have a different accuracy associated with it. It was also agreed that accuracy targets are okay, but standards that define acceptable accuracy levels may be problematic. **Action Item** Dave Wolfer agreed to work on definitions and straw dog standards for these along with the GPS effort. A draft will be ready September 5.

## Action Item Review, Closing

The next meeting will be held September 15 in Tacoma at the Pierce County GIS office on 950 South Fawcett Ave.

### **Action Items**

WA-Trans Steering Committee Action Items List						
What	Who	When	Status			
Update the Pilot Project Preparation Steps as noted	Tami	August 18, 2003	Assigned			
in 8/4/03 notes.	Tulli	11agust 10, 2005	rissigned			
Develop first draft dispute resolution process	Patricia Paul	Sept. 5, 2003	Assigned			
Develop definitions and first draft standards	Dave Wolfer	Sept. 5, 2003	Assigned			
relating to GPS for data collection, GPS for AVL,		······································	8			
GPS for geocoding						
Develop definitions and first draft standards	Dave Wolfer	Sept. 5, 2003	Assigned			
relating to resolution and accuracy using notes of		1 ,	C			
8/4/03 as starting point.						
Attend meeting regarding Corrections Sex	Tami	August 21, 2003	Assigned			
Offender Address Geocoding Pilot			_			
Update spreadsheet with Data model evaluation	Tami	September 5, 2003	Assigned			
results as noted in 8/4/03 notes and combine with						
matrix spreadsheet						
Speak with Oregon about working with us to	Tami	August 13, 2003	Assigned			
extend data model						
Discuss involving tribes more in OR work with Ed	Tami	August 13, 2003	Assigned			
Arabus and extend Patricia's offer of assistance.						
Schedule workshop for data modeling	Tami	After speaking with	Assigned			
		OR				
Check with Vicki Lucas regarding USGS	Nancy	September 5, 2003	Assigned			
participation in data modeling effort						
Meet with federal natural resource agencies	Dale	ASAP	Assigned			
regarding transportation issues to evaluation data						
integration issues with OR data model and report						
results back to Tami						
Define category labels used to designate business	Dave Wolfer	Sept. 5, 2003	Assigned			
needs.						
Write a proposal for use of DOT pooled research	Tami	When an example is	In Progress			
funding for OR/WA pilot with ODOT.		received.				
Provide results from CRAB survey to WA-Trans.	Dan	When completed	Assigned			
Perform screening of Geospatial One-Stop,	Jerry	July 24, 2003	In progress			
Oregon All-Roads, and IRICC data models against						
our business and data needs and determine major						
stumbling block to WA-Trans use and things that						
are missing.	T	A C A D	7			
Work with Nick Marquardt, PSRC, and TNM to	Tami, Jerry	ASAP	In process			
develop scope of pilot project.	I II	A C A D	C1			
Set up meeting in Seattle October 27	Jerry H.	ASAP	Complete			
Check to see which state agency USGS provided	Nancy	ASAP	Assigned			
their 1996 roads data to	D D D D	CDAD Ana A	ID CD			
Input data you have available for each type of data	P.P., D.R.,	CRAB – Aug. 4	$\frac{J.B.,C.B.,}{T.A}$			
needed in the Internet application.	<i>I.V.</i> , <i>W.H.</i> ,	<mark>Spokane County -</mark>	<i>T.A.</i> ,			

Note: Italicized items are prior to June 23 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 8/8/2003

WA-Trans Steering Committee Action Items List					
What	Who	When	Status		
	<i>D.W.</i>	<mark>??</mark>	R.B.,E.J.,		
		Census - ??			
		WADNR – Aug. 30			
Get information about how is their organizations getting data? If they are exchanging it what is it costing to exchange and format data and conflate it? How often do you do it? Also what does it cost to share your data with others? What is your investment in this? Provide to Tami	Dan Dickson	August 4, 2003?	Assigned, most SC members have responded.		
Investigate inviting Tami to FMSIB meeting.	Eric	ASAP	Assigned		
Get OGIC requirements and make sure they are covered in the document.	Nancy (no longer Dale)	Aug. 12	Nancy is waiting for the Oregon Meeting.		

Track monthly time/travel investments on the	SC Member	Last Reported	# of
web application.			Months
( <a href="http://icicle.co.pierce.wa.us/watrans/da/da_frm_time.htm">http://icicle.co.pierce.wa.us/watrans/da/da_frm_time.htm</a> )			Reported
	Roland Behee	Jan. 03	4
	Joe Bowles	Feb. 03	2
	Chuck Buzzard	Apr. 03	3
	Dave Cullom	Jan. 03	1
	Dan Dickson	Feb. 03	1
	Dale Guenther		0
	Jerry Harless		0
	Wendy Hawley		0
	Eric Jessup		0
	Patricia Paul	Mar. 03	3
	Dave Rideout	May 03	3
	Nancy Tubbs	Feb. 03	3
	Ian Von Essen	Feb. 03	7
	Carrie Wolfe	Jan. 03	5
	Dave Wolfer	Apr. 03	2

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Date: 8/8/2003

#### August 4, 2003

I spent much of the time since we last met on vacation but there still are some things to report.

I am following up with Leni Oman (WSDOT Director of Research) regarding a pooled funding opportunity to pursue a two state pilot project using Walla Walla County in Washington and Umatilla County in Oregon. She just sent me the materials to apply and informed me there is money for that! So I will be developing that request, with the help of Dennis Scofield from ODOT.

Jerry Harless held a meeting at Puget Sound Regional Council (PSRC) in Seattle regarding the pilot we are organizing with Sound Transit and PSRC. He invited Ed McCormack from the University of Washington's TRAC office that works closely with the Intelligent Transportation Systems Office at WSDOT. They are working on GPS on freight. Right now it is in early stages so they aren't ready for a data source we could provide. Eventually they may be. However, they offered to share their data if it would help us check our alignment and accuracy. They have trucks driving all over. We are still working with Sound Transit on scope. I did get some copies of GIS initiatives that the various transit organizations that work with Sound Transit developed. Roland may be able to provide more information on that.

I followed up with Elmira Forner on the Transportation Commission. She has given me a contact in the Environmental Permit Streamlining process that could help me determine if WA-Trans will be useful for that. If so she feels I could present to the Commission and getting funding would be easier. I will follow up on that.

I presented on WA-Trans to the Legislative Evaluation and Accountability Program's Statewide Information Coordination Consortium. They are proposing a pilot with transportation data and see WA-Trans as a possible mechanism for combining disparate data to answer questions. This effort is geared at the public and policy-makers. They are looking at funding through non-profit organizations and are applying to the PEW Trust for a contribution. They were very supportive, saw the implications immediately and want us to stay in touch and see if we can pursue joint funding. Lori Bame, who is facilitating the effort is meeting with Doug MacDonald next week and has promised to discuss the linkage! She is working with various county executives and has some high-level political support.

I have a meeting scheduled with Dave Leighow of FHWA in Olympia on August 7. I am going to try to reengage them and see if they can assist with funding and grants. The person I originally spoke with told me there was funding opportunities, however he has not been supportive since.

George Spencer is scheduling a meeting with our next executives to explain WA-Trans and get support for funding and resources in WSDOT. This meeting should take place fairly soon.

I am scheduled to attend the September 18 Tribal GIS Users Group meeting at Tulalip. I will be presenting on WA-Trans. I will appreciate any help I can get on that presentation with tribal participants in WA-Trans! I hope we can work together on it and you can present with me if you would like.

On a sad note (for us, not for her) Carrie Wolfe is no longer participating with framework. She is no longer the Framework Coordinator, but is now the WA DNR data steward. She will participate in that role, but she won't be able to help on the steering committee. I will really miss her assistance!

Our next meeting is September 15 in Tacoma at the Pierce County GIS office. The one after that is October 27 in Seattle at the PSRC office. Neither of these meetings will have video-conferencing available so please try to make arrangements to attend in person! We are getting into some very important decisions.

#### Attendees:

Member	Association	Representing
Joe Bowles	Walla Walla County Surveyor	East side local government
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Dan Dickson	CRAB	CRAB
Chuck Buzzard	Pierce county GIS	West side local government
Terry Strandberg	Tulalip Tribes	Patricia Paul's Alternate representing the
		Tulalip Tribes
David Cullom	Washington Utilities and Transportation	Utilities, Rail, WUTC
	commission	
Dave Wolfer	WA. State Dept. of Natural Resources	DNR & other State DNR Agencies
Tami Griffin	WSDOT Geographic Services	WA-Trans (Project Manager), Facilitator

Not Attending:

Member	Association	Representing
Jerry Harless	Puget Sound Regional Council	MPO's, RTPO's
Wendy Hawley	US Census Bureau	US Census Bureau
Dale Guenther	Regional Ecosystem Office (REO)	IRICC
Carrie Wolfe	Washington Framework Coordinator	In her role as coordinator
Tareq Al-Zeer	WSDOT NW Region Maintenance & Ops	WSDOT
Eric Jessup	Strategic Freight Transportation Analysis	Freight
	Project, Project Manager	
Roland Behee	Community Transit	Transit Organizations

## <u>Agenda</u>

- Introductions, Action Item Review
- Discuss Participation
- Pilot Project Opportunities, Finalize Objectives
- Pilot Coordination
- Update on Data Model Review Process
- Legal Issues **Postponed until next meeting**
- Data Survey Census & Crab and next steps
- Action Item Review, closing

### Introductions and Review Action Items

- Tami sent a status report out prior to the meeting. There were no questions regarding the status report.
- Action items were reviewed and updates will be made to the action item document. Tami asked for
  dates when outstanding action items would be completed. Please see updated action item document
  for details.
- The agenda was changed. Because Dave Rideout was unable to attend the discussion on legal issues was tabled until the next meeting.

# **Participation**

There have been changes in participation that were discussed.

- As the group knows Lisa Stuebing is no longer able to participate. Tami is sending a letter to Lisa's boss thanking him for her participation and laying out the benefits of her participation to WA-Trans and Mason County.
- Action Item Tami identify Lisa's boss and contact information for him and send it to Dan Dickson.

- Wade Reuther of Grays Harbor County has contacted Tami about participation and may be invited to join the steering committee to replace Lisa.
- The Lummi Tribe has asked to participate on the steering committee.
- The Quinault Tribe has also asked to participate on the steering committee.
- It was identified that we still need participation from the Colville and the Yakima as well as others. Tami has a contact at Colville.
- Action Item Terry S. agreed that we need to attend a Tribal GIS Users Group meeting. Tami is unable to attend the next one but Terry will find out when the one after that is and Tami will get it on her schedule.
- Action Item Tami will contact Tom Curley and see if we can get WA-Trans on the agenda and we can try to have tribes already participating assist with presenting the project information. Dave Wolfer would like to participate in this.
- Nancy suggested attendance at a National Intertribal GIS Conference in Coeur d'Alene.
- Action Item Nancy will send information to Tami about this conference.

## Pilot Project Opportunities, Finalize Objectives

The two possible pilot opportunities were discussed in some detail.

- There was positive response to the idea of doing a cross-border pilot with Oregon. The proposed area for this pilot is Walla Walla County, WA and Umatilla County, OR. A proposal still needs to be written. Tami is waiting for Leni Oman (WSDOT Research Leader) to send her a sample proposal. The proposal must be written in terms of "analysis" being performed with less emphasis on establishing data sharing agreements and partnerships. However we can still structure it to meet our objectives. There is an effort to get DOT pooled research funding for this effort.
- Action Item Write proposal with ODOT for pooled research funding for OR/WA pilot.
- The pilot with Sound Transit, PSRC and TNM is waiting for resource availability. Then a scope can be negotiated. Tami will be touching base with Nick Marquardt when she returns from vacation. PSRC and Sound Transit would provide resources. TNM may provide resources.
- WSDOT can provide at least ½ technical FTE for these pilot efforts.
- The pilot objectives document was discussed and no changes were recommended. This version will be considered version 1.0.

### **Pilot Coordination**

Tami brought up concerns with trying to make sure there was an overarching technical direction in place before more than one pilot was underway. She revisited the discussion of technical teams from the last meeting. The discussion centered around what issues needed to be decided to set technical direction prior to pilots or during pilots which would keep the pilots focused on statewide implementation and not just completing a pilot. It was remembered that the idea of establishing a technical team was rejected by the Steering Committee at the last meeting.

- Dave Cullom brought up concerns of scope creep, particularly with more than one pilot. A clear scope needs to be documented along with roles and responsibilities.
- There was discussion about when DNR would be involved. Dave Wolfer described that if there is a forest DNR data covers the whole area. DNR may also do cities if the city in the forest area doesn't already have data to provide. The initially digitized the data off the DLQ's and now are doing them on DOQ's.
- Dan agreed with a need for technical coordination. He suggested that Joe be the focal point of the WA/OR pilot and Jerry the focal point of the ST/PSRC/TNM pilot. Then we need a bridge between two pilots to get together and have coordination.
- Chuck felt that both Jerry and Joe will be immersed in the individual pilots and that takes a great deal of time. We need someone else to look at pilots and determine what should be the technical direction.
- It was agreed that the group would document what decisions need to be made for an over arching technical vision. These must include the data spreadsheet and business needs.

- The group then categorized all the functions needed for each business need. This effort was begun previously, but was completed. This will help us focus on identifying processes that must be built around these categories.
- Action Item Various categories were identified which need to be defined by the group. These labels for categories include "dispatch", "metadata", "interface", "map production", "mode", "archive".
- Action Item The term used in business needs description of "routing" will be changed to "routing (system, LRS).
- *Action Item* Hydro or cadastral will be added where another framework is needed to meet the business need.
- A list was begun of technical decisions that needed to be made prior to, or during pilots. Those identified during the meeting include:
  - o Decide which business needs we are focusing on,
  - o Determine "where" WA-Trans will be served from,
  - o Determine scope or usage of "drainage features and routes" (BN #32),
  - o Decide which parts of the FGCD Metatdata Standards WA-Trans will use,
  - o Decide how we will handle diverse addressing schemes,
  - o Decide how/when we are going to work with other frameworks in Washington,
  - o Are pipelines part of WA-Trans?
  - o What kind of security and level of security does WA-Trans need?
  - What standards are we going to set for the use of the data model?
  - o How are we going to make data available to be used?
  - o How are we going to update/maintain data?
  - Other items to be added as identified. . .
- Tami reminded the group that as we move closer to pilot projects we may need to make some
  decisions faster and we may consider more meetings and/or conference call meetings to make some
  decisions.

# Update on Data Model Review Process

Tami reported on the effort Jerry Harless outlined to determine which data models will work best for WA-Trans. The plan was for Jerry (and staff) to evaluate the Oregon All Roads Model, the GeoSpatial One-Stop Roads Model and the IRICC Roads Model. However Tami asked Andy Norton, in Jerry's absence if they could look at the rest of the GeoSpatial One-Stop models. The GeoSpatial One-Stop has draft models for Rails, Airports, Transit, and Waterways. This may give us guidance on expansion of an existing model into a multi-modal. Model.

Jerry agreed to use the following criteria in evaluating the models:

- A. Supports
- B. Does not Address, but can be supported with linked attribution
- C. Does not Address and I don't know how it would
- D. Does not address, but it isn't trans-network anyway so it shouldn't be addressed in the data model
- E. Does not Address, extension of the data model would be needed.
- F. Blocks (you just won't get there from here without lots of work)

The group supported this method of evaluation. It was agreed that we must have the results as soon as possible (prior to next meeting for sure) so we can make some decisions.

**Action Item** – Add evaluation of other transportation modes from the GeoSpatial One-Stop to the evaluation of data models.

# Data Survey – Census & Crab and next steps

There is still a need to identify what data we have in Washington

- The grouped review the information Census collected. There is missing information but when Wendy gets us a new version it should be fairly complete. Wendy did explain that they are working on better ways to provide the data.
- Dan Dickson provided Tami with a survey that he is putting together for CRAB's Mobility project. They are trying to find out how they will have GIS involved. Dan expects to have 100% response because of CRAB's roles in the counties. Dan wanted feedback on the survey and some suggestions were made for some changes. It could provide some good information to WA-Trans.
- Action Item Dan will provide results from survey to WA-Trans project when they are available.
- Action Item Dan agreed to speak with Wendy Hawley about the survey. If he can assist her he will.
- It is understood that while CRAB's survey will provide very timely information about counties we still don't have city or tribal information. It was reiterated that attending a Tribal GIS Users Group Meeting would be beneficial for determining what various tribes have in the way of GIS.
- It was agreed that we have to find a way to put this information into the Pierce County database but until the census data is in a different format it will be difficult to load. It may require hand manipulation initially.

# Action Item Review, Closing

The next meeting will be August 4, 2003 in Spokane. It will be held at WSDOT's Eastern Region Office, 2714 Mayfair St. in the Pend Orielle Room from 9 a.m. - 2 p.m.

Page: 4

WA-Trans Steering Committee Action Items List					
What	Who	When	Status		
Identify Lisa Stuebing's boss and send information	Tami	July 3, 2003	Assigned		
to Dan Dickson		• •	U		
Find out when the next Tribal GIS Users Group	Terry S.	July 22, 2003	Assigned		
meeting is and report to Tami	•	•	C		
Speak with Tom Curley about getting on the	Tami	After previous AI is	Assigned		
agenda at a Tribal GIS Users Group meeting		completed.	_		
Send Tami information about National Inter-tribal	Nancy	ASAP	Assigned		
GIS Conference in Coeur d'Alene.	-		_		
Write a proposal for use of DOT pooled research	Tami	When an example	Assigned		
funding for OR/WA pilot with ODOT.		is received.			
Define category labels used to designate business	??	July 24, 2003			
needs.					
Change the term "routing" to "routing (system,	Tami	July 24, 2003	Assigned		
LRS) in business needs description.					
Add hydro or cadastral to categories on	Tami	July 24, 2003	Assigned		
spreadsheet where needed					
Update spreadsheets with business needs and new	Tami	July 24, 2003	Assigned		
column of categories.					
Add evaluation of other transportation modes from	Jerry	July 24, 2003	Assigned		
the GeoSpatial One-Stop to the evaluation of data					
models.					
Contact Wendy Hawley and share information	Dan	ASAP	Assigned		
with her regarding the CRAB survey to see if there					
is an opportunity to reduce redundancy.					
Provide results from CRAB survey to WA-Trans.	Dan	When completed	Assigned		
Perform screening of Geospatial One-Stop,	Jerry	July 24, 2003	In progress		
Oregon All-Roads, and IRICC data models against					
our business and data needs and determine major					
stumbling block to WA-Trans use and things that					
are missing.	Tami	June 19	C1-4-		
Investigate RCW 26.75.260 and find out how it is implemented in Washington and see if it provides	1 ami	June 19	Complete – Dave		
incentive for counties and cities to participate in			provided		
WA-Trans			RCWs		
Work with Nick Marquardt, PSRC, and TNM to	Tami, Jerry	ASAP	In process		
develop scope of pilot project.	i ana, serry	110111	in process		
Set up meeting in Spokane August 4	Tami	ASAP	Complete		
Set up meeting in Tacoma September 15	Linda and	ASAP	Complete		
22. up mooning in Lucoma september 10	Chuck		Somprere		
Set up meeting in Seattle October 27	Jerry H.	ASAP	Complete		
Check to see which state agency USGS provided	Nancy	ASAP	Assigned		
their 1996 roads data to	· · · · <del>· </del> <i>)</i>				
Input data you have available for each type of data	<i>P.P., D.R.,</i>	CRAB – Aug. 4	<i>J.B., C.B.</i> ,		

Note: Italicized items are prior to June 23 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 7/7/2003

WA-Trans Steering Co	mmittee Action	Items List	
What	Who	When	Status
needed in the Internet application.	<i>I.V.</i> ,	<mark>Spokane County -</mark>	<i>T.A.</i> ,
	<i>J.H.,W.H.,</i>	<mark>??</mark>	R.B., E.J.,
	D.W.	PSRC - (NA?)	
		Census - ??	
		WADNR – Aug. 30	
Get information about how is their organizations getting data? If they are exchanging it what is it costing to exchange and format data and conflate it? How often do you do it? Also what does it cost to share your data with others? What is your investment in this? Provide to Tami	Dan Dickson	August 4, 2003?	Assigned, most SC members have responded.
Investigate inviting Tami to FMSIB meeting.	Eric	ASAP	Assigned
Get OGIC requirements and make sure they are covered in the document.	Nancy (no longer Dale)	Aug. 12	Nancy is waiting for the Oregon Meeting.

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Date: 7/7/2003

Track monthly time/travel investments on the web application.	SC Member	Last Reported	# of Months
(http://icicle.co.pierce.wa.us/watrans/da/da_frm_time.htm)			Reported
	Roland Behee	Jan. 03	4
	Joe Bowles	Feb. 03	2
	Chuck Buzzard	Apr. 03	3
	Dave Cullom	Jan. 03	1
	Dan Dickson	Feb. 03	1
	Dale Guenther		0
	Jerry Harless		0
	Wendy Hawley		0
	Eric Jessup		0
	Patricia Paul	Mar. 03	3
	Dave Rideout	May 03	3
	Nancy Tubbs	Feb. 03	3
	Ian Von Essen	Feb. 03	7
	Carrie Wolfe	Jan. 03	5
	Dave Wolfer	Apr. 03	2

Note: Italicized items are prior to June 23 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 7/7/2003

#### June 23, 2003

I attended the WA URISA conference and saw many of you there and some good presentations some of you gave! I participated in a presentation WAGIC gave on Partnerships and shared a few slides about WA-Trans. I also had an opportunity to touch base with King County people working on T-Net and they were interested and supportive of the proposed pilot we are considering with Sound Transit, Puget Sound Regional Council and The National Map. They are also interested in how we will work out data sharing agreements.

George Spencer and I met with Leni Oman, who is WSDOT Director of Research. She discussed several possible sources for funding. Many of them require applying during a particular process and time for funding and we have missed that window. However, there are other opportunities that we could take advantage of. I will be investigating these. We are pursuing the opportunity of using "pooled funding" to pay for a pilot with Oregon (one county in each state). More about this will be discussed at the meeting. I am pursuing this with Dennis Scofield of ODOT.

I was asked to present at a Tribal Transportation Symposium in North Bend, Oregon June 11 on WA-Trans and specifically on tribal business needs for WA-Trans and to invite participation. As a result of this I was able to add the Lummi tribe to the partners and possibly a couple of others and have a lead on a possible route to some funding that I will explore early next month.

Another benefit of having attended that conference is that a member of the Washington Transportation Commission attended and I was able to speak with her at breakfast in some detail about the project. She expressed some interest and was willing to try to help me get an opportunity to present to the commission. In order to do this I have to have more information about cost-benefits of the project and where we are missing opportunities by not doing it. She is particularly interested in seeing if we can use WA-Trans to assist with the environmental permitting streamline process they are working on. I will need to explore that further. Any ideas or advice would be appreciated.

I will be able to get a resource (half time or more) from my office to assist with a pilot project. One we have a scope, schedule, roles and responsibilities defined I can determine what skill set is needed and request it. Combined with other resources it should help.

I met with Laurie Bame of the Legislative Evaluation and Accountability Program who is working on the Statewide Information Coordination Consortium. She went to Washington D.C. and spoke with people high up in FHWA and OMB and received support for there efforts. They are proposing a pilot with transportation data and see WA-Trans as a possible mechanism for combining disparate data to answer questions. This effort is geared at the public and policy-makers. They are looking at funding through non-profit organizations and are applying to the PEW Trust for a contribution. She and I are going to continue to meet and I am going to present about WA-Trans at a meeting of the Consortium in August. She is working with various county executives and has some high-level political support. This may be an avenue for us to get visibility and support at that level.

I spent a week in training in object oriented analysis and design and UML. It was very interesting and now I feel equipped to read those GeoSpatial One-Stop models!

#### Attendees:

Member	Association	Representing
Joe Bowles	Walla Walla County Surveyor	East side local government
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Jerry Harless	Puget Sound Regional Council	MPO's, RTPO's
Chuck Buzzard	Pierce county GIS	West side local government
Dale Guenther	Regional Ecosystem Office (REO)	IRICC
Ian Von Essen	Spokane County GIS Manager	E-911
Dave Rideout	Spokane County Engineers GIS Manager	East Side local government
Lisa Stuebing	Mason County	County and City Governments
Tami Griffin	WSDOT Geographic Services	WA-Trans (Project Manager), Facilitator
Dave Wolfer	WA. State Dept. of Natural Resources	DNR & other State DNR Agencies
Tareq Al-Zeer	WSDOT NW Region Maintenance & Ops	WSDOT
Roland Behee	Community Transit	Transit Organizations

Not Attending:

Member	Association	Representing
Wendy Hawley	US Census Bureau	US Census Bureau
Dan Dickson	CRAB	CRAB
Carrie Wolfe	Washington Framework Coordinator	In her role as coordinator
Patricia Paul	Tulalip Tribes	Representing the Tulalip Tribes
Eric Jessup	Strategic Freight Transportation Analysis	Freight
	Project, Project Manager	
David Cullom	Washington Utilities and Transportation	Utilities, Rail, WUTC
	commission	

## Agenda

- Introductions, Action Item Review
- Review Pilot Objectives and Offer Feedback
- Discuss options for various pilots to meet those objectives
- Discuss Geospatial One Stop data model as a straw dog
- Technical Team roles, responsibilities and makeup
- Action Item Review, closing

## **Introductions and Review Action Items**

- Tami sent a status report out prior to the meeting. There were no questions regarding the status report.
- Tami reported that she had not called Nick Marquardt regarding doing a pilot with Sound Transit, but would do so as soon as possible and let the group know.
- Action items were reviewed and updates will be made to the action item document. Tami gave "the action item lecture" regarding many of the action items that are still outstanding. She is going to start e-mailing individuals about outstanding action items prior to meetings if time permits. This does take time away from other things she could be spending her time on. Please either complete your action items or let Tami know that you won't and when you expect you will!

## Review Pilot Objectives and Offer Feedback

The pilot objectives document was reviewed and various feedbacks were offered.

**Action Item -** Tami will make the following changes:

- Change "satisfy top 5%" of business need to "satisfy specific business applications applicable to each pilot". Also make sure the scope of each pilot includes the business needs to be satisfied for that pilot.
- Change the phrase "cost recovery" to "cost savings". It is important to understand that the savings will be distributed and not evenly.
- Add the individually defined scope items to state that "Whatever pilots we do could address these issues: ".
- Remove the words "to CRAB" from the final scope item and also remove them from the business needs name. We need this information but it doesn't always go to CRAB.
- Add the following objectives to the Project Management Objectives: "Identify partner organization and engage them in the pilot." "Develop a communication plan for the pilot" and "Develop and implement change management for the pilot".
- Change "Define or identify metadata" to Facilitate use of metadata standards that will allow ...". Also mention FGDC specifically. Put in link to the FGDC website.
- In the last section bullet 3 change "and" to "of".
- Add a section on coordination between pilot projects to cover development of WA-Trans solutions. See discussion on "Technical Team".

Some discussion regarding this document included the understanding that the pilots would help flesh out some of the requirements of the supporting software and architecture. It is understood that each pilot will meet some of these objectives and it needs to be clearly documented what is being tested with each pilot.

# Discuss Options for Various Pilots to Meet Those Objectives

Various kinds of pilots were defined. These included:

- Urban Pilot(s) Federal, municipal, county, WSDOT, transit, freight, partners testing business needs including transit, freight, transportation planning, multi-modal (rail, plane, ports).
- Rural Pilot(s) Municipal, county, WSDOT, WADNR, WA Parks, Forest Service, BLM, Tribal, Private partners with data to share.
- Rural Pilot(s) no data to share. Could be combined with a previous pilot. Includes county, municipal, tribal, private vendors with street information need to be considered here.
- Border Counties Oregon, Idaho (maybe in alignment with The National Map (TNM) work already done), British Columbia.

The Sound Transit pilot opportunity would meet several of the items of the urban pilot. It would be a partnership with Sound Transit and their partner organizations, Puget Sound Regional Council and hopefully TNM. Jerry will have resources to work on that available by mid to late summer. Tami will also be able to get a part-time resource. It is felt that it has to be a pretty good technician to do this work and develop and document processes. We may be able to get part of an FTE from TNM for this.

Dale Guenther mention that the REO is doing a pilot in Oregon (Jackson County) for the Forest Monitoring Project and they may have funds to do a pilot here in Washington. The scope is the size of a WIRA, fourth level basin. This would be a rural pilot through the REO. The Oregon pilot involves the Forest Service, BLM, county and a little bit of Crater Lake National Park and state. The goal is to pull together all transportation for the basin. It could be across state lines. It would use the IRICC standard. The standard include subclasses for road names for multiple name roads. It also includes subclasses for owners and maintainers.

# Discuss Geospatial One-Stop Data Model as Straw Dog

It was agreed that, at a minimum, we need to be able to translate to and from the Geospatial One-Stop standard.

Action Item – Jerry and Lisa agreed to take the Geospatial One-Stop, the Oregon standard and the IRICC and do a survey to see how it meets our identified business needs. The screening process would help us determine if there were major stumbling blocks to using a particular model and how much we must revise a model to use it. Copies of the IRICC standard are on our website and Tami will send recent copies of the Geospatial One-Stop and the Oregon Model to Jerry along with Dale's feedback on the Oregon standard.

Ian mentioned that he heard at NSGIC that the Feds might have a fall back to the Geospatial One-Stop that they are contracting with ESRI to develop. He also mentioned that we might want to look at the existing data models pilots. In his opinion we need to be more focused on the product than the model.

Jerry felt that framework should work as is for state agencies but need to have more added for other users.

**Action Item** - Dave mentioned RCW 26.75.260, which requires annual reports to the Transportation Authority under which CRAB collects their data. It may provide the carrot to get local governments to participate. Tami need to investigate this.

## Technical Team Roles, Responsibilities and Makeup

There was a long discussion of when a technical team should be developed and what it should do. In their vision the team would need to have some participation from the steering committee and would actively participate in the pilot. The makeup would vary over time.

Some people felt the technical team should actually do the work of the pilots where others felt the team would provide an over-arching technical vision for the project. The team would investigate various options and provide recommendations to the steering committee that would do the work.

Some ideas on roles and responsibilities include: data integration, how we house the information, and what do we need to support the system.

Jerry's view was that we do pilots and then make decisions about front-ends, translators, security, etc. We use the pilot to figure out how to mix heterogeneous data inputs and maintenance and resolve other issues as a result of a pilot. Determining which box to buy is not the same issue. Ian also felt that limited resources made it difficult to set up a technical team aside from a pilot team.

Tami and Dave Wolfer felt that we need a technical team to provide vision and coordination for the project so the pilots can create a "statewide solution". Roland felt pilots are lessons learned for "this is how we do things". The utility of a pilot is based on what you learn about putting the data together. The process has implications and figuring out and documenting the process is what a pilot is for.

Nancy mentioned that the National Map had various technical teams. These included a standards team, architecture technical team, and a team for the National Map viewer. They were very focused, different teams. No body is and expert in all areas. Then you must have a communication mechanism.

**Decision** - A compromise was agreed upon. The pilot objectives will include coordination objectives that require reporting decisions, which affect the overall framework implementation to the steering committee and when the pilot team bumps into something big they bring it back here.

It was suggested that it would be a very good idea to have both a west and an east side pilot at the same time with different teams. Politically we need to be recognizing the benefits of that.

Chuck asked what benefit USGS is going to provide states to warehouse TNM. Nancy responded that they would look at updates and manpower and provide the means for those things.

Nancy also mentioned that as far TNM is concerned the Tri-Cities might be an area of interest for a pilot.

Action Item – Tami will update the data information for the business needs and send it to Jerry and Lisa.

## **Oregon Presentation**

Ed Arabus and Dennis Scofield from Oregon came to Olympia to share with the WA-Trans Steering Committee information about:

Geospatial One-Stop Portal pilot,

Other pilots,

All Roads data model and standards

Ed shared several slides that will be passed on when he sends them to Tami.

Geospatial One-Stop Portal is pilot that USDOT is conducting with the States of Oregon, California, and an Oregon County and a California County. They are testing the distributed hosting of geographic data and have developed some services to assist with that. The architecture is laid out in Ed's slides.

The discussion of the data model was brief but covered how the various providers and road authorities are identified. They also have shared nodes where jurisdictions are changed for roads. Each jurisdiction change requires a mutually agreed upon node to be developed and shared. A formal agreement must exist for each node.

They have not gathered business needs like Washington has but hope to use what work we have done. Likewise we may want to use their data model. They have several ideas of what business needs they may have but they are not documented.

The person to ask questions of regarding the data model is Chad Brady (503) 986-3164; **chad.w.brady@odot.state.or.us**. It might be a good idea for us to combine our questions into one document and send it to Chad.

They have several pilots in the west and west-central part of the state. These pilots are with various counties who are trying to deliver the following:

- Draft data sharing agreements
- County wide data sets
- Process to develop standard input data model

They have a funding model that allows them to collect around \$500,000 from state agencies to use for collective data sharing projects. They provide the counties with about \$10,000 each and the counties actually do the work.

Additionally ODOT has gotten around \$100,000 and provided about \$300,000 to develop and test the data model.

It was suggested that they will have the results and lessons learned from several pilots at the end of June and we should set up some time to go to Portland to have them share the information with us.

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WA-Trans Steering Committee Action I tems List				
			61.1	
What	Who	When	Status	
Perform screening of Geospatial One-Stop,	Jerry and	ASAP	Assigned	
Oregon All-Roads, and IRICC data models	Lisa			
against our business and data needs and				
determine major stumbling block to WA-				
Trans use and things that are missing.				
Investigate RCW 26.75.260 and find out	Tami	June 19	Assigned	
how it is implemented in Washington and				
see if it provides incentive for counties and				
cities to participate in WA-Trans				
Update Pilot Objectives document as	Tami	May 19	Assigned	
defined in the meeting notes.				
Work with Nick Marquardt, PSRC, and TNM	Tami, Jerry	ASAP	Assigned	
to develop scope of pilot project.				
Contact participating tribes after speaking	Patricia	When she	Partially	
with Terry Stromburg to see about getting		receives		
information about data.		contact		
		info		
Follow up with tribal contacts provided by	Tami	ASAP	Assigned	
Patricia				
Look at contact information for road	Tami	ASAP	Complete	
authorities				
Add items to legal questions regarding	Dave R.	ASAP	Assigned	
primary and secondary users and usability				
statement.				
Set up meeting in Spokane August 4	l an	ASAP	Assigned	
Set up meeting in Tacoma September 15	Linda and	ASAP	Completed	
	Chuck			
Set up meeting in Seattle October 27	Jerry H.	ASAP	Assigned	
Verify data needed for business needs that	Dave W.	ASAP	Completed	
are more "natural resource" based.				
Update data to business needs cross-walk	Tami	May 19	Assigned	
with information provided by Dave W. and				
send out.				
Check to see which state agency USGS	Nancy	ASAP	Assigned	
provided their 1996 roads data to				

Note: Italicized items are prior to March 31 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 5/29/2003

Action	Action Items				
WA-Trans Steering Com	nmittee Action	Items List			
What	Who	When	Status		
Ask Jeff Shultz (WSDOT Rail Office) about rail data.	Tami	ASAP	Partially		
Add NAD 27 or 83 for State Plane	Chuck	ASAP	Assigned		
Add drop down for geographic extent	Chuck	ASAP	Assigned		
Change geographic extent to a comment	Chuck	ASAP	Assigned		
Provide contacts for TIB (Steve Gorchester, Greg Plummer)	Dan Dickson	ASAP	Assigned		
Provide more background information on I TAS group and what they are doing.	Dan	ASAP	Assigned		
Input data you have available for each type of data needed in the Internet application.	J.B., P.P., D.R., I.V., J.H.,W.H.	As soon as possible.	C.B., T.A., R.B.,E.J.,		
Get information about how is their organizations getting data? If they are exchanging it what is it costing to exchange and format data and conflate it? How often do you do it? Also what does it cost to share your data with others? What is your investment in this? Provide to Tami	Dan Dickson	January 22, 2003	Assigned, most SC members have responded.		
Track monthly time/travel investments on the new web application.	SC Members including Feds	On a monthly basis prior to month end.	R.B., D.D., C. B. T.A., J.B., N.T., C.W., D.W., D.C., I.V.		
Investigate inviting Tami to FMSIB meeting.	Eric	ASAP	Assigned		
Provide Tami with the information she has collected from the counties	<i>Wendy</i>	Prior to Jan. 6 meeting	We have a listing of what they will provide		
Get OGIC requirements and make sure they are covered in the document.	Nancy (no longer Dale)	Aug. 12	<i>Nancy is waiting for the Oregon Meeting.</i>		
Give Tami contact information from the Association of Washington Cities and other contacts that may be useful. Check with	Dan / Tami	ASAP	Assigned		

Note: Italicized items are prior to March 31 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 5/29/2003

WA-Trans Steering Committee Action Items List					
What Who When Status					
Ashley Probart for a contact					

Note: Italicized items are prior to March 31 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 5/29/2003

#### May 12, 2003

I gave a presentation to WSDOT executives on April 1 that went very well. Several of the executives sent representatives that didn't have the authority to do much so that was disappointing. However, one is in charge or planning and program management and understands the money side of things very well. He has a great deal of authority. He was very supportive and has agreed to speak with the Secretary McDonald and Assistant Secretary John Conrad in an effort to get agency support and funding. He is also very aware of the process of getting federal funding and has agreed to assist. He has made success in WA-Trans a performance expectation for Geographic Services where I work (he is George Spencer's boss) so he is behind us.

I also found out that we are on the WSDOT "short-list" of projects, which they are forwarding to the federal government for a Senate appropriation. I have asked for money for a pilot in the NW Region (WSDOT region). The business case is based on WSDOT business needs. It had to be to get support. Getting on this list is the first hurdle and we will see what happens next.

I have asked for a part time technical resource to work as a representative on the technical team and to advise me regarding the more technical aspects of the project. I have asked that they have the following qualifications:

- Knowledge of GIS
- Knowledge of LRS
- Knowledge of data design and GIS
- Ability to do some analysis and problem solving.

It looks like I will get this support although exactly what form it will take is not yet determined. It is assumed that when we actually start a pilot this will change to someone who can integrate data.

George and I met with Rich Ybarra who is the new WSDOT representative to the GIT and discussed WA-Trans with him.

Jerry Harless and I met with Nick Marquardt of Sound Transit. Nick was very interested in our proposal of partnering with us in a pilot to integrate data for some of his business needs. He understood that we need to meet more than just his business needs with such a pilot. I showed him the pilot objectives we have defined to date. He has to share this information with some transit technical partners that he works with (representing transit organizations in King, Pierce and Snohomish Counties). He and I will talk again Friday and I hope to have more information for you at our meeting.

George and I also met with Leni Oman who is the head of the Research Office as WSDOT. We discussed funding for pilots as research efforts and she felt that pilots fitted that but any proposal we make needs to be couched in fairly technical terms and not so much in terms of data sharing agreements. Unfortunately the application process is a long one and doesn't begin again for another year. However she suggested that is possible to investigate a "pooled" project which uses research dollars from various state DOTs and becomes a multi-state effort. This may work well with Oregon for a pilot across the border. Additionally Leni is going to check into some other sources of research money for us.

I am on my way to a Tribal Technology Visioning Conference to share about our project. I will be leaving May 7 and returning May 9.

I am also participating in a panel discussion with WAGIC on partnerships at the upcoming WA URISA conference in Seattle. I will be briefly covering WA-Trans.

# WA-Trans Steering Committee Notes March 31, 2003

### **Attending:**

Member	Association	Representing
Tareq Al-Zeer	WSDOT NW Region Maintenance and	WSDOT
	Operations	
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Chuck Buzzard	Pierce County GIS	West side local government
Wendy Hawley	US Census Bureau	US Census Bureau
Ian Von Essen	Spokane County GIS Manager	E-911
Dave Rideout	Spokane County Engineers GIS Manager	East side local government
Roland Behee	Community Transit of Spokane Co.	Transit
Joe Bowles	Walla Walla County Surveyor	East side local government
Patricia Paul	<b>Tulalip Tribes Community Development</b>	Tulalip Tribes
	Manager	
Lisa Stuebing	Mason County GIS Manager	West side local government
Jerry Harless	Puget Sound Regional Council	MPO's
Tami Griffin	WSDOT Geographic Services	WA-Trans (Project Mgr.),
		Facilitator

#### **Not Attending:**

· ·		
Member	Association	Representing
Dan Dickson	CRAB	CRAB
Eric Jessup	Strategic Freight Transportation Analysis	Freight
_	Project Manager	_
Carrie Wolfe	Washington Framework Coordinator	DNR
Dale Guenther	Pierce County GIS	West Side Local Government

### Agenda:

Instructions, Action Item Review

Set up June meeting data & location and dates for meetings for the rest of the year.

AG Opinion – next steps?

Evaluate business needs and data to begin data selection.

Select target data sets and target pilot scope.

Strategies and Plan for data availability

Action Item Review, closing feedback, prep for next meeting dates (May 12, 13)

The group agreed to move the Legal issues agenda topic to the end of the agenda.

### **Review Action Items (Discussion):**

#### GDT, TeleAtlas, NavTech

There was discussion regarding talking to GDT about providing a faster update process. Linda and Ian are interested but feel that it will only work if it is leveraged by some other contract, such as the one WSDOT is discussing with GDT for purchase for EMD, WSP, etc. However Ron Cihon is in charge of that and Tami wants him included in all discussions.

**Action Item:** Tami will talk with Ron to clarify GDT status and contact process.

#### Entering Data Information in WA-Trans Web Application

- Joe no data yet but will have a lot of data in 3 months to input.
- Dave Wolfer thinks he may have been working in the wrong area, Tami will go over this with him later.
- Chuck needs to make changes to data entry to allow entry of NAD 27 and NAD 83 for State Plane and other changes agreed to so WADNR and others can enter data.
- Ian needs to know how to enter data, has spoken with Chuck about it.
- Nancy says USGS data was already provided to someone at the state but is not sure whom.

**Action Item:** Nancy will check on 96 data (DLGs) – who has it?

- Roland has entered his transit data, routing layer listed under Transit Routes and it includes buses.
- Jerry needs to enter information they're in the middle of the conversion to the geodatabase and are getting help it will change in the next few months and he will report then. These are Capitol projects for the region.
- Wendy will provide county info as it becomes available from TIGER enhancements. She will be getting reports from the Oracle database that are 1 yr old next month. More on this follows.

#### Reminder about entering time

- Tami everyone will get a "Tami email" if you have not done your action items.
- Eric has been assigned a class and won't be doing his for a while.

#### **OGIC** Requirements

• Nancy – has done the requirements and will have a better feeling for it after the meeting with the Oregon folks. The current generation of data model was started in ORBITS then moved forward with the IRICC group then moved back to Oregon.

#### **Business Needs, Data Needed and Pilot Options**

- Tami explained some of the options she had considered for a pilot. These include identifying an area and collecting the data in one place and then determining the issues regarding integration, serving and updating. Continuing to make progress is the key. Linda had suggested finding a partner who needs integration work done to fund a pilot. She suggested Sound Transit and Tami called them and they were receptive. Since Roland works with them he explained some of what they were doing.
- Roland Sound Transit: they are in a demo phase, 6 buses are using AVL units and their website has "Busview" on-line (to see a sample). The project has had to stitch together 3 Counties worth of information for scoping. Major transit systems in the metro would have live travel schedule info available (this is the immediate need). How are they calculating, with GPS? Getting info from "My Data" and translating it into route system. They are using the Dine SIG model for routing. How are they getting the GPS relating to the route?
- Lisa: Viewed doing a pilot for Sound Transit as a limited project and was concerned that her organization may see Sound Transit as having no association with their needs and so remove her from participation.
- Tami: There isn't any reason why we can't use multiple pilots. Unless we find funding, we will be doing these piecemeal. We do not have our data in GPS LRS yet but Tarek says NWR has some. Sound Transit may have a need for combined datasets across jurisdictional boundaries. We could do the pilot; they could fund it then we could put some data together for some applications they will be working on. Funding opportunities exist. We need to try not to get bogged down

with specifics and find ways to move forward and show progress all the time. Tami brought out a Business Needs/Datasets spreadsheet and explained how it works (it was emailed to the group earlier). Tami has a need for technical assistance with identifying data for business needs. These are rated by the average but this doesn't tell us what the "must haves" are.

• Linda: Do a project and let the project drive the dataset – that's the real rub, we really need to understand what the integration is for centerlines. A pilot will show us where we need to work and maybe provide some tools. Linda would like to see a project with specifics that will benefit the body of the WA-Trans. She wants automated tools built for integration and translation.

**Action Item:** Tami will send out a list of objectives for the pilot projects. Group agreed that this would be the reasonable method and will help flesh it out. Pursue working with Nick Marqardt. Jerry will go with Tami.

• Jerry - Even if we do a smaller pilot the things we will need to get out of them are; how many problems can be solved with just translating data? How much are actual structural changes to the way people are storing data? How much can we shrink down the data without manually editing the data? Structure changes are how much can you drive out of the software process of the generation of an integrative data set; you'll probably hit that on National Map. That's the challenge. PSRC may be able to leverage the data created for Sound. What sound transit needs is "Framework"; if they want to start it here it might be good. Use a data rich area for pilot to get the most out of it. This is good time to do it once instead of 2 or 3 times, its real nice timing for the Regional Council. We don't have funding but may be able to supply some staff time. We need to do it in such a way that it's self-sustaining.

Maintenance will be one of our objectives. Make data model an objective too. We will need to be very specific with our needs to Sound Transit to make sure it benefits the body of WA-Trans.

Tami doesn't want the entire model to be designed for the pilot. Chuck's comments - models: 90% not used and 5% missing. Should build model for specific pilot(s). Separate out rural, urban and city. Then build geography. Make it expandable though

What data does the model need to have? It was agreed that we could start with a "straw dog" model.

**Decision**: For the purposes of getting started using the Geospatial One-Stop as model was agreed to.

#### **Strategies and Plan for Data Availability:**

Wendy sent Tami a Census report, grayed out areas are the info they collect but can't share. Some info was input in February, some directly off of internet sites, trying find the right person to talk to in the County was difficult but need to update contacts (this is not recorded but is in Wendy's notebook), final caveat – staff working on this was clerical, evolving dataset was entered into the new database and the layer name and source was done incorrectly in some places.

Tami: can take this as a good starting point. Do we take it as is for now and then get updated info when the time comes?

Wendy is coordinating with Clark County for a current list of contacts. Nancy will get with Wendy on this info.

Are we working on getting a WA-TRANS contact list? No.

Find out what counties were not surveyed, and survey them.

Tribes – what would be the best way to get information? Terry Stromsburg – Patricia will contact her and ask how best to get data from all 7 tribes that are doing GIS. Other tribes are a concern, will figure out a strategy. Tami will start with Wendy's data.

**Action Item:** Patricia will contact the 7 tribes that are participating after talking with Terry Stromsburg to see about getting data.

**Action Item:** Tami will send Patricia contact info on participating tribes.

Wendy: In some cases Counties hold info for Cities. Info would be in our paper notes.

There are "road authorities"; Dave R. says to contact County Engineers for road centerlines (some RCW's actually mandate the County Engineer as the road authority,). Easy starting point and according to Dave we should get to the right place this way.

**Action Item:** Tami will look at contact information to make sure we have the right information.

Counties are not subordinate to Cities but there is partnering between them.

#### **Legal Issues:**

WAGIC & FMG have decided this should be a decision by the management group, each person needs to go to his or her own agency for legal determination. Tribal Council will have to review before agreements can be completed. DOT execs do not have to buy off on agreements before they can be completed. The Cadastral Framework may work for us with little rework. NY had some interesting work but collaborative info in Cadastral Framework will work best. Dave; has concern with having big can of worms for City, County, Tribes etc. there will be disagreement. How are we going to deal with these issues? Everyone is working from different points of view. Primary and secondary providers – counties and cities don't want to be sued.

Tami: The disclaimer in the Cadastral Framework will cover these concerns.

Jerry: A disclaimer doesn't work and usage construction does work. Tire disclaimers are a good example of what does work. For example we define what use the data was created for and don't promise it beyond that capability.

Tami: E-911 for addresses will need careful description. We will only be as good as the data provided to us and only as frequent as we are given updates.

**Action Item:** Dave will add some items for primary user and secondary user as defined in the NY document and send to Tami. He will look at the usability too.

Dave W. Nothing you can say will protect you from actions. Third party participation language etc. won't protect you.

Tami: We will make it as boilerplate as possible but we need to look ahead. We will run into things we can't get data for.

Dave W. Cadastral is the best layer out there and every county is using it but it's only county data.

Jerry: write up what we can, it won't be a plug and play. NY model is a virtual database; it just facilitates the user to get what they want. Puts it back on the user.

Kudos to Carrie Wolfe for good work facilitating the last meeting.

### **Future Meetings**

**Action Item:** 4/12 &13 – Tami will give parking permits to everyone for the meeting on the 13<sup>th</sup> which will not be in the Transportation building but in the Employment Security Building next door. The meeting on the 12<sup>th</sup> is in the usual spot in Olympia. This will be for the meeting with Oregon.

**Action Item:** Committee members need to go through data model before the next meeting.

### **Upcoming Meeting Schedule and Location**

June 23rd meeting in Olympia, Tami set up facility; August 4<sup>th</sup> meeting in Spokane, Tami, Ian, Dave or Eric set up facility; September 15<sup>th</sup> in Tacoma, Linda and Chuck responsible for setting up facility; October 27<sup>th</sup> will be in Seattle and Jerry will set up facility; December 8<sup>th</sup> will be in Olympia, Tami will set up facility.

#### **Mount Baker I-90 Tunnel Tour**



See the **Awards** page for the large image.

WA-Trans Steering Committee Action I tems List					
What	Who	When	Status		
Develop a list of objectives for the pilot projects and send to group to update.	Tami	ASAP	Completed first draft		
Set up meeting with Nick Marquardt of Sound Transit and invite Jerry Harless	Tami	ASAP	Complete		
Send Patricia contact Information on tribes participating in WA-Trans	<mark>Tami</mark>	<mark>ASAP</mark>	<u>Complete</u>		
Contact participating tribes after speaking with Terry Stromburg to see about getting information about data.	Patricia	When she receives contact info	Assigned		
Look at contact information for road authorities	Tami	ASAP	Assigned		
Add items to legal questions regarding primary and secondary users and usability statement.	Dave R.	ASAP	Assigned		
Set up meetings in Olympia June 23 and December 8	Tami	ASAP	Complete		
Set up meeting in Spokane August 4	I an or Dave or Eric	ASAP	Assigned		
Set up meeting in Tacoma September 15	Linda and Chuck	ASAP	Assigned		
Set up meeting in Seattle	Jerry H.	ASAP	Assigned		
Verify data needed for business needs that are more "natural resource" based.	Dave W.	ASAP	Assigned.		
Ask Jeff Shultz (WSDOT Rail Office) about rail data.	Tami	ASAP	Assigned		
Add NAD 27 or 83 for State Plane	<u>Chuck</u>	<mark>ASAP</mark>	<mark>Assigned</mark>		
Add drop down for geographic extent	<i>Chuck</i>	<mark>ASAP</mark>	Assigned		
Change geographic extent to a comment	<mark>Chuck</mark>	<mark>ASAP</mark>	<mark>Assigned</mark>		
All members not at the January 6 meeting need to provide Tami with home phone, cell phone or e-mail or any combination of them.  Also indicate whether you care if the information is shared with other steering committee member is needed.	Dale	Prior to Feb. 24 meeting.	Assigned		

Note: Italicized items are prior to March 31 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 4/10/2003

Action	i i tems		
WA-Trans Steering Com	nmittee Action	Items List	
What	Who	When	Status
Provide contacts for TIB (Steve Gorchester, Greg Plummer)	Dan Dickson	ASAP	Assigned
Provide more background information on ITAS group and what they are doing.	Dan	ASAP	Assigned
Gather contacts and solicit GDT to come on board. If GDT proves unfruitful there are others in the same private sector to approach for follow up.	Linda & I an	ASAP	Linda and I an may be looking into this.
Input data you have available for each type of data needed in the Internet application.	J.B., P.P., D.R., T.V., J.H.,W.H.	As soon as possible.	C.B., T.A., R.B.,E.J.,
Get information about how is their organizations getting data? If they are exchanging it what is it costing to exchange and format data and conflate it? How often do you do it? Also what does it cost to share your data with others? What is your investment in this? Provide to Tami	Dan Dickson	January 22, 2003	Assigned, most SC members have responded.
Track monthly time/travel investments on the new web application.	SC Members including Feds	On a monthly basis prior to month end.	R.B., D.D., C. B. T.A.,J.B.,N.T., C.W.,D.W., D.C.,I.V.
Investigate inviting Tami to FMSIB meeting.	Eric	ASAP	Assigned
Provide Tami with the information she has collected from the counties	<i>Wendy</i>	Prior to Jan. 6 meeting	We have a listing of what they will provide
Get OGIC requirements and make sure they are covered in the document.	Nancy (no longer Dale)	Aug. 12	Nancy is waiting for the Oregon Meeting.
Give Tami contact information from the Association of Washington Cities and other contacts that may be useful. Check with Ashley Probart for a contact	Dan / Tami	ASAP	Assigned

Note: Italicized items are prior to March 31 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 4/10/2003

WA-Trans Steering Committee Action Items List				
What	Who	When	Status	

Note: Italicized items are prior to March 31 Meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.

Date: 4/10/2003

### Tami's Status Report Steering Committee Meeting March 31, 2003

We have added several new partners since our last meeting. They are: Cities of Kennewick, Pasco, and Walla Walla; Benton, Franklin, Kitsap Counties; Skamania Counties Sheriff's Office (E-911), Rayonier (Timber Company), Quinault Indian Nation, and the Yakima Valley Council of Governments.

I have attended a couple of meeting with the USGS, who is having some personnel changes. I met with Nancy Tubbs and Vicki Lukas in Ellensburg. Vicki is the new NW Geographic Services Chief, replacing Gene Thorley. She reconfirmed USGS commitment to WA-Trans. I also attended a meeting of the National Map implementation for the Puget Sound area in Seattle facilitated by Puget Sound Regional Council. Four counties and state agencies attended it. They will be putting together a Liaison Committee that I will be involved in. They are trying to implement and server as many as 7 layers in a 9 county region within the next year. They hope to use data directly form local servers. There may be pilot opportunities in the future. A lot of issues were raised which may be similar to some we will have. These included trying to figure out what can be bartered for local participation and what can be done for locals who use funds raised from selling data to offset potential revenue losses by the data being available in the National Map.

I attended the Winter GIS Conference at the Olympia Natural Resource Center in Forks. Carrie Wolfe and I presented about framework in general and transportation framework in particular. They are <u>very</u> interested in framework.

I met with Lori Bame of the Legislative Evaluation and Accountability Program (LEAP). She is leading a consortium working on the "Statewide Information Coordination Initiative". It is based on the concept that data is collected in various jurisdictions that needs to be made to be useful to the "enterprise" (the whole state). They want to figure out ways to facilitate combining data for decision making and leveraging our existing investments more wisely. Sounds familiar doesn't it? Lori was pleased to see an ongoing project that is so aligned with what she is working on and funding and other opportunities may arise from that.

Ron Cihon, from WSDOT, and I went to Spokane last week and attended a statewide E-911 and MSAG Coordinators Meeting in Spokane. We presented about the need to share data and build statewide data sets for emergency management. I presented about WA-Trans and how it was an effort to specifically develop such a thing. The response was generally positive and they are supportive of the concept. Ron is trying to get them to send him boundary information so he can put together a layer for the Washington State Patrol CAD system and share it with everyone.

While I was presenting in Spokane, Carrie Wolfe and Jacque Whaley were ably running the partner meeting for me. One thing that came out of that is that the Census Bureau will allow us to get their data from the inventory they did. Additionally USGS will be doing an inventory (maybe initially focused on the Puget Sound region?) that could help us in our quest for data information. Once that is done we could develop an online survey (Jacque can do that) and then only call people when we have exhausted all other options. That way we won't be calling the same people twice. That may slow down our data gathering a bit, but it should make it easier and less intrusive.

I attended a meeting of the GIS Retreat held by the TriCounty Workforce Council to discuss development of a GIS to support economic data and related transportation data for Kittitas, Klickitat, and Yakima Counties. I recommended that they work through their local data

### Tami's Status Report Steering Committee Meeting March 31, 2003

providers but told them I would be interested if they saw opportunities that would involve combining the data for a pilot project that we might be able to help with.

I am preparing for a meeting with WSDOT executives regarding WA-Trans. These include the heads of Highways and Local Programs, Planning and Capitol Program Management, Aviation, Public Transportation and Rail, Environmental Affairs, Traffic Operations, Tribal Liaison Office, and the Assistant Secretary of Finance and Administration. Right now my goal is to educate them and set the stage for them to prioritize the project higher for funding opportunities. The Assistant Secretary for Finance and Administration is now WSDOTs representative on the GIT (Geographic Information Technology Subcommittee to the Information Services Board).

I will be taking a family vacation from April 10 – April 20 and then will be in training all the next week so if you don't hear from me be patient!

## WA-Trans Project Meeting Notes January 6<sup>th</sup>, 2003

#### Attendees:

Member	Association	Representing
David Cullom	Washington Utilities and Transportation	Utilities, Rail, WUTC
	commission	
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Linda Gurell	Pierce County GIS	West side local government
		(alternate)
Chuck Buzzard	Pierce county GIS	West side local government
Dan Dickson	CRAB	CRAB
Wendy Hawley	US Census Bureau	US Census Bureau
Ian Von Essen	Spokane County GIS Manager	E-911
Dave Rideout	Spokane County Engineers GIS Manager	East Side local government
Carrie Wolfe	Washington Framework Coordinator	In her role as coordinator
Tami Griffin	WSDOT Geographic Services	WS-Trans (Project Manager),
		Facilitator
Jerry Harless	Puget Sound Regional Council	MPO's
Joe Bowles	Walla Walla County Surveyor	East side local government
Patricia Paul	Tulalip Tribe	Representing the Tulalip Tribe
Dave Wolfer	WA. State Dept. of Natural Resources	DNR and other State Natural
		Resource Agencies
Roland Behee	Community Transit	Transit Organizations

Not Attending

Member	Association	Representing
Tareq Al-Zeer	WSDOT NW Region Maintenance and	WSDOT
	Operations	
Dale Guenther	Regional Ecosystem Office (REO)	IRICC
Eric Jessup	Project Manager of the Strategic Freight	Freight
	Transportation Analysis Project	
Blanchard Mat	Makah Tribal Transportation Planner	Representing the Makah Tribe
Lisa Stuebing	Mason County	County and City Governments

# <u>Agenda</u>

- Introductions and check-in Introduce New Members
- Review Action Items and Status
- Tami's Status Update
- Determine Locations for Future Meetings
- Results of Prioritization and Determine Next Steps
- Gap Analysis of Business Needs Document
- Update Risk Assessment Review and Feedback
- Lunch
- I-Plan Requirements and strategies
- Pilot Project Strategies
- Action Items Review

#### • Meeting Review

### <u>Introductions and Check-In –</u>

Before introductions Tami Griffin took a few moments to gather personal contact information. Tami requested numbers and e-mails in which she could contact steering committee members in case an emergency should arise that would prevent her from making the Monday meetings. She also requested that steering committee members indicate whether their personal contacts could be shared with other steering committee members. Tami also gave out her Home, Cell numbers and personal e-mail for all steering committee members.

\*ACTION ITEM\* - All members need to provide Tami with home phone, cell phone or e-mail or any combination of them. Also indicate whether you care if the information is shared with other steering committee member is needed. Those not at the meeting will need to provide this to Tami.

Patricia Paul representing the Tulalip Nation was introduced as a new steering committee member.

## **Action Items Update**

Discussion of previous action items:

Previous Action Item: Populate the web database with their priority ratings on all the business needs and input available data information

Discussion: Some data still needs to be entered. There are new S.C. members; some records were overridden when others were entering their data. Tami suggested that Chuck give a presentation on how to avoid over riding data and introduce new members to the web page. There was also a suggestion of printing out each S.C. member's record to have a tangible copy of input. Chuck agreed to a daily backup.

Previous Action Item: Wendy Hawley is to provide Tami with the information she has collected from the counties

Discussion: The information is not public yet. Once it becomes public information it can be passed on to Tami. Each county handles GIS differently. Many don't seem to know what they have. Dan Dickson brought up a survey study he did of county self-knowledge if GIS information and it was contrary to Wendy's assessment. Tami mentioned that there is not much understanding of what Tribal Governments have or know of GIS information. Pat mentioned a group called the Affiliated Tribes of NW Indians (ATNI). They have a coordinating meeting with DOT. The chairperson of ATNI may be a good source of information to gather other Tribal Governments bodies of data.

**★**ACTION ITEM**★** Follow up on getting contact of ATNI chair for future info from Patricia.

# Tami's Status Update

- I. Dept. meeting on December 10<sup>th</sup> went well there was a discussion of Risk Assessment. Update on USGS National Map Pilots scope. Funding is now focused because of Homeland Security on the top 33 cities. For Washington the Ranking of Cities was: Seattle (and surrounding footprint), Vancouver (because of its proximity to Portland), Spokane, and finally Olympia (and its immediate neighbors because it is a capital). No other counties or cities will get funding this fiscal year.
- II. There has been some movement with Lisa and the grant strike team. Nancy, Carrie, Dave Wolfer and Jennifer Coate are on the grant strike team. Tami feels others outside the steering committee should be added to this grant strike team. Training may be provided.
- III. Tami sent letters to all the recognized Tribal Chairs and Tribal Planners. Additionally she contacted other tribal members that she has contacts with. There was good response to her letters and several have become Framework members. New partners include Jamestown S'Klallam, Makah, Muckleshoot, Samish, Stillaguamish, and Tulalip Tribes.
- IV. Tami is going to meet with the Port of Seattle, however she needs more contacts with the freight industry, besides the port of Seattle.
- V. Tami attended a meeting in Vancouver set up by the IRICC. There were federal land resource people there. They are working on a variety of projects that need a basemap of roads from the Pacific NW. Dale is going to see about getting funding to develop it, however they don't have specific plans to maintain it at this time.
- VI. WAGIC talked with some Military Representatives. Tami got some good new contacts for the military
- VII. Tami gave a presentation to an MPO and RTPO combined meeting, to the higher-level planners. They had many lingering questions regarding maintenance. Watcom Council of Governments and Benton-Franklin Council of Governments are new partners as a result of that presentation.
- VIII. Lewis County is now also on the partners list.
- IX. This Wed. Tami has a meeting with DOT's Chief of Staff, Paula Hammond to discuss many points of the framework funding, one topic will be linkage to central DOT GIS dept.

#### Discussion:

Jerry Harless – Discussed the meeting he had down in Portland regarding the National Map Pilots. He discussed combining their efforts and a WA-Trans pilot. It would be especially helpful, because then only one body would be knocking on county doors for information instead of two. He is to have a follow up meeting this week. Dave R. asked if this group in Portland were only interested in western Washington. Jerry responded that they were focusing the first part of their efforts on Seattle 1<sup>st</sup> and then Olympia. Jerry commented that it was an odd strategy considering their data came from counties, not cities. Jerry also remarked they are going to focus on watersheds.

## **Determine Locations for Future Meetings**

Pattern had established that meetings would be rotated from city to city in the order of: 1) Spokane, 2) Seattle 3) Olympia. The group agreed maintaining this cycle worked well.

The original proposal was Feb 17<sup>th</sup> 9-2 in Spokane, but Feb 17<sup>th</sup> is a Holiday. The meeting will be **February 24<sup>th</sup> 9-2 in Spokane at the WSDOT Eastern Region HQ Office.** 

\*ACTION ITEM \* Have Tami reserve a meeting space in Spokane and Ian finda recorder and projector for Feb. 24<sup>th</sup>. Wendy made it known she would not be able to attend.

March 31<sup>st</sup> in Seattle was the agreed upon date.

**★**ACTION ITEM**★** Tareq or Holly schedules Seattle meeting at the I-90 tunnel if possible for March 31, 9a.m. – 2 p.m.

May 12<sup>th</sup> in Olympia

\*ACTION ITEM\* Tami schedule May 12 meeting in Olympia.

June 23<sup>rd</sup> –We will wait until closer before scheduling. However, if it is to be in Spokane the date will have to be moved or Tami can't go.

## Results of Prioritization and Determine Next Steps

Linda – Laid out the components of prioritization

- A. Business Needs
  - a. 7-8 partners have already entered their business needs specs.
  - b. Steering committee members need to check who is going to enter the Business Needs for their organization or they will follow Linda and Chucks in both entering at the same time.
  - \*ACTION ITEM\* Business needs must be entered (CAREFULLY!) by February 7 so Linda and Chuck can develop some results for us.
  - c. Special Note \* Rank with out over-riding others entries!
- B. Rank Data That's Available
  - a. See how to enter the data
  - b. Understand how the data is connected to the business needs and is the data going to help those needs. "What is the data going to find?"
- C. What is Available (vs.) What is Needed
  - a. Mapping components examples Color shaded map w/ centerlines maybe for railroads.
  - **★**ACTION ITEM**★** Dave Cullom See who has railroads and see if their data will accommodate the business needs.
  - b. Urban vs. Rural questions will start to be answered when looking at what is available.
  - c. 3 Parts of comparing Availability vs. Need
    - i. Priority of Business Needs
    - ii. Availability of the data
    - iii. Map of the data

There was a discussion about data needs and how about getting cities involved and that there is a lot of data statewide that we may not know about. Dan suggested going to the TIB, which is the cities version of CRAB.

\*ACTION ITEM\* Dan Dickson will provide contacts for TIB, Steve Gorchester and/or Greg Plummer.

Linda then asked the steering Committee how to judge or weigh against each other the different information coming in regarding business needs?

Example) 5 Partners Display "X" as Critical (level 5) versus 100 Partners Display "X" as important (level 4).

Dan Dickson suggested the Subcommittee create a "weighting system." Suggested using a bar chart may help. Jerry pointed out that it really is a two-section process. Linda got up and illustrated how "categories" could be used –

MUST HAVE (Level 5) –
Business Need "X" (5 Partners Agree)
Business Need "Y" (4 Partners Agree)
Business Need "Z" (3 Partners Agree)
Business Need "Q" (2 Partners Agree)

Take the Top 3 MUST HAVES

#### Compare

Take the Top 4 IMPORTANTS

IMPORTANT (Level 4)

Business Need "X" (50 Partners Agree)

Business Need "Y" (36 Partners Agree)

Business Need "Z" (3 Partners Agree)

Business Need "Q" (18 Partners Agree)

#### **★**ACTION ITEM**★** Follow up on Linda's method of reporting business need input.

Roland mentioned that the issue of duplication is real potential problem because people may be doing it inconsistently. He is using the same value for all duplicate business needs where others may just enter it for one. We will have to adjust for this.

Tami mentioned that this points out that when we do figure this prioritizing out we will be able to compare counties vs. state agency needs. Hopefully by next meeting things will be ironed out and we can have a big discussion regarding counties and state agencies.

Dan Dickson – Brought the attention of the committee to a group called ITAS based in New Mexico. There are 6 states spread out throughout the continental US that are involved. They are involved in Alert Systems of event mapping. He mentioned he could get contacts.

\*ACTION ITEM\* Dan Dickson to get contact information regarding this ITAS group, and some more background information.

# Gap Analysis of Business Needs Document

Original priorities for Tami's time: The first priority was to contact the Tribal governments of Washington, which we have done and followed up on. The second was getting in contact with the military. Which we are still working on.

Who else could we contact in the Private Sector? Tami gave the example of Boeing. And once we choose the private sector what will Tami's priorities be when addressing these new potential partners?

Jerry suggested GDT. The Framework for them was a double edges sword. We can really help them but they also somewhat compete with us. Linda pointed out the discrepancies between currant data and GDT's lag in updating. There was some general discussion of how to get GDT on board w/long term funding. It was noted that GDT has three competitors and they could be played against each other.

\*ACTION ITEM\* Tami - To gather contacts and solicit GDT to come on board. If GDT proves unfruitful there are others in the same private sector to approach for follow up.

Boeing was discussed and it was said that the transportation mess is critical to Boeing's viability as a business in this region. Jerry mentioned Boeing is already doing some stuff with Transportation. I could get some names.

### **★**ACTION ITEM**★** Jerry is going to gather some contacts for Boeing.

Others Listed on the Board as Possible Private Sector Business to Contact

- 1) Dominoes or other Large Delivery Chains
- 2) UPS/ or FED EX / The Post Office could be approached possibly there was some discussion about the archaic methods of post office.

Two groups listed as possible Economic Interested Parties were.

- 1) DHSH
- 2) ESRI
- 3) Port of Seattle
- 4) Gavin Schrock
- 5) Health Department
- 6) Weyerhaeuser and Simpson.

Federal Railroads were brought up as a possible interested party.

\*ACTION ITEM\* Dave Cullom said he would look into contacting the federal railroads.

Carrie- Suggested that the group decide whether Tami should focus contacting groups that would focus on funding or business needs. Managing expectations of the value of the framework project will helped be determined by the pilot. The reply from the group was that Funding was to be focused on when selecting which groups to approach.

**\***ACTION ITEM**\*** Linda and Tami will contact GDT.

Linda mentioned that to create a real viable product, she feels the framework is going to need more than just data it is going to need tools, unique to this project to make it appealing for others to use. Dan Dickson was concerned that in soliciting funding there needs to needs to be a message of what is the framework. There was general discussion of agreement that the term "framework" conveys nothing to outsiders. Dave Wolfer asked what roll does stirring committee have to take concepts or soliciting other groups for funding? What power does this organization

have over us? Is there a need for a spokes person? Dan Dickson stated that this is an Ad-Hoc committee. We have limited funding, no mandate, the only power we have is the power of a group of people, a committee. Tami stated that this is why the subcommittee to the ISB was created by WAGIC. The general discussion of the group that taking time to set up power structures, to hopefully makes an organization stronger really doesn't work.

Jerry mentioned we need money to come in and that the solution to keep looking in your own pot isn't going to cut it.

## Update Risk Assessment Review and Feedback

Tami mentioned that Dave Wolfer is coming in with a fresh perspective and she added categories to assist with his concerns and show the links between.

Tami pointed out that in the Risk Assessment document there are duplicates but she tried to indicate where there were connections. Tami needs feedback on what she herself generated. Dan Dickson mentioned that this would grow and change as the project develops. Linda wondered if we just focusing on High Risks? It was agreed that the group look at intermediate. Tami asked that the group 1) Review High 2) Go through moderate to see if they bump to high, 3) ask for any new high

#### HIGH RISKS DISCUSSION -

Patricia pointed out that there is no mechanism for reporting status on risk mitigation activities under way and no way to tell if it is underway in the document. Additionally risk exposure should be reevaluated based upon mitigation activities underway.

\*ACTION ITEM\* Tami will create a system involving only bolds and italics to indicate when mitigation is underway and the status. Tami will also change "stakeholders" to "partners" in the document. The steering committee will then revaluate periodically the risk exposure (impact and probability levels) and change to a lower level where appropriate.

Tami mentioned that we don't have to discuss this at the meetings all the time if people will provide her with feedback between meetings but frequently they don't.

\*ACTION ITEM\* Every S.C. member is to follow up and contact Tami with feedback regarding discussion of the Risk Assessment document. Please 1) Review High 2) Go through moderate to see if they bump to high, 3) look for any new high.

Carrie – A very high risk is other similar types of projects competing for resources. There are a lot of those. 6-B item 2 relates to this identified risk. Jerry suggested the risk needs to be bumped up. If we move slowly other groups will be created then there will be x number of groups out there doing the same thing. This should probably be bumped up. Dan Dickson felt that all these groups would be fighting for money. Wendy wondered if this problem fell under education. People don't know about us so more get created? Linda felt that it is a mandate issue not educational risk. Tami felt it needed to move up to a high 4 on probability level because it is happening now.

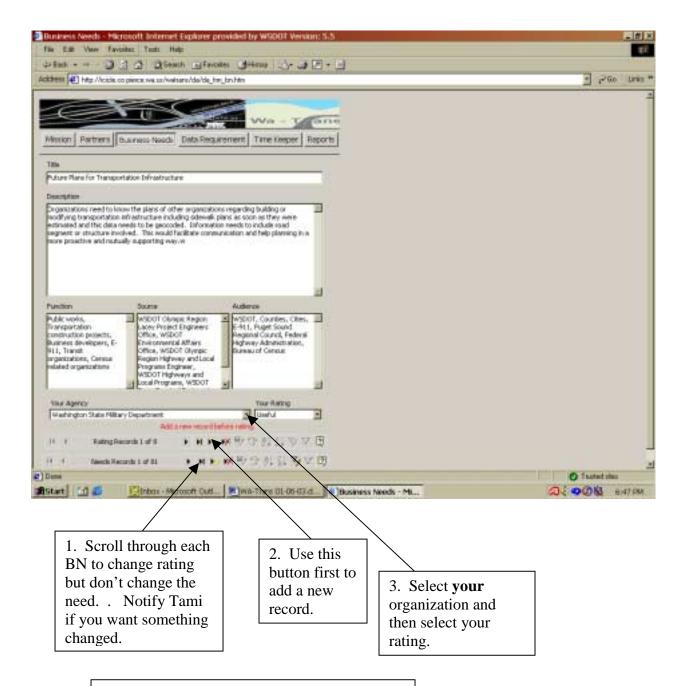
**★**ACTION ITEM**★** Moving the issue of competing similar framework groups up to a higher risk and moving it out to it's own "cause".

Linda identified the need to look at this very seriously. Each county is going to pick the group that services it's needs best. Need to be serious about leveraging these other groups. Jerry mentioned that we need to get these other groups on board.

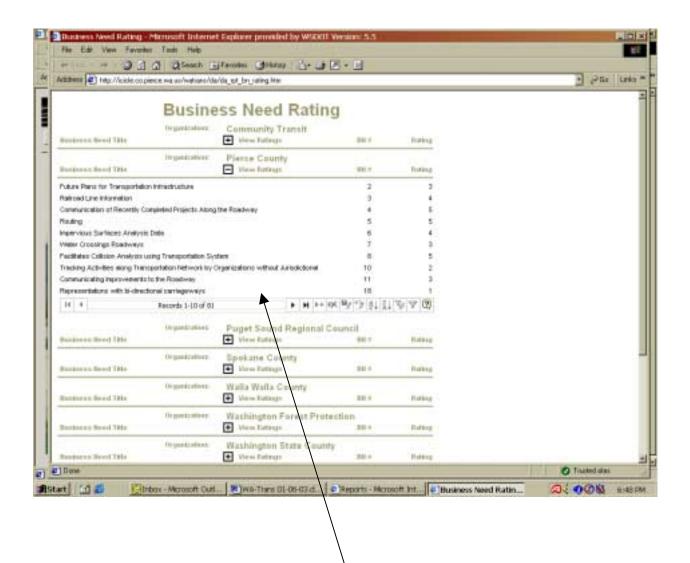
## Lunch

Returning from lunch Chuck gave a quick presentation of the web page. He demonstrated the four primary components to the web-site 1) Business Needs 2) Data Requirements 3) Time Keeper 4) Map

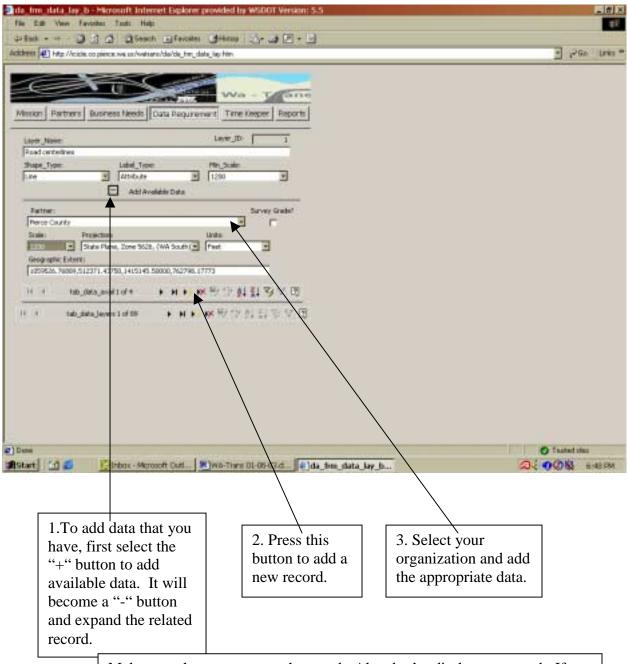
The following in the notes is some basic instructions of Chuck's for entering data so you won't overwrite others!!



Be sure to save the record and then move on to the next. If you don't follow these instructions you will overwrite other data! Do this for each business need. Then move on to the reports and print a copy of your ratings just in case!!



Print the business needs report after you are done so if your changes are overwritten you have a record of them. You can only do 10 per page so you will need to print several pages.



Make sure that you save each record. Also don't edit the top record. If you have a problem with it follow up with Tami and she will check with Linda and Chuck.

Action Item Update - These two are to be completed by February 7, 2003. Also Tami needs time entered from September until now.

Tami needed to add new steering committee members, so they would have access a) Patricia Paul and b) David Wolfer

\*ACTION ITEM\* Tami - to add new steering committee members, so they would have access a) Patricia Paul and b) David Wolfer

Patricia and Tami discussed what data to expect and other information to expect from Tribal Governments.

**★**ACTION ITEM**★** Tami asked Pat to check the business need and make sure all her tribes business needs were included and to e-mail additional business needs to Tami to add.

# I-Plan Requirements and strategies

Carrie gave some background information. The WAGIC planning group meets weekly. They looked at other states and the federal requirements and came up with a template, which will serve as a draft, while still gathering input. It may need to be modified to fit TRANS.

TRANS – three approaches

- A. Historical Approach what exists today
  - 1. Historical approach needs a chronicle of estimates from everyone.
  - 2. We need to lay out the plan to get these estimates.
  - 3. Tami needs the information from the steering committee. The investments already put into the project the existing standards.
  - 4. May have to define investments. Investment in GIS not just Transportation.
- B. New Product Specifications for TRANS its not known yet. Cost is also not determined
- C. Funding Model for implementation and maintenance.
- IV. There are many appendices in the template to reduce each section.

Tami – George asked for a version by the end of the month.

This didn't seem to be feasible but discussion of what to expect from this template was discussed further. Tami – will be developing a first draft I-Plan for George.

The Implementation Plan is a living document, may add stuff to it for the pilot funding. Jerry felt a perfect framework diminishes a reoccurring expense to integrate existing data. DOT would get out stuff they can't do. Tami gives scoping as an example. Limit the ad-hoc putting together of information by project-to-project basis. Time constraints makes it okay to accept errors in this process because you spent less time putting the information together and were able to target your activities where they are needed.

Tami asked how we quantify our approach? Example – Seattle corridors projects continually hiring contractors. Linda mentioned that a section is needed in this plan is, "Benefits". Carrie agreed. Tami asked the steering committee "how are you getting data? If you are exchanging it what is it costing to exchange and format data and conflate it? How often do you do it? What is your investment in this? What does it cost to share your data with others?

**\***ACTION ITEM**\*** The S.C. members need to get information about how is their organizations getting data? If they are exchanging it what is it costing to exchange and format data and conflate it? How often do you do it? Also what does it cost to share your data with others? What is your investment in this? to Tami by 22<sup>nd</sup> of January.

# Pilot Project Strategies

There was a discussion about the National Map Pilot. Portland People and this group should be in the same boat so the USGS doesn't have to duplicate its efforts.

There was quite a discussion about the Oregon data model and that it might be useful for us. It is a SQL model that is supposed to be application independent. It will be compliant with the IRICC needs and the OneStop (RoadMAT) requirements. They are testing it now.

If Tami organized meeting w/ Oregon model people would people go? There was a strong indication from the group that people would. Carrie mentioned wanting information about the portal pilot OR is doing right now for GeoSpatial One Stop. Nancy felt we need more information about other group's pilots in Oregon. Tami suggested scheduling a meeting near Vancouver with Oregon so more people could come in the next 2 to 3 months? Nancy suggested scheduling end of March to coordinate with S.C. meeting. That may be too soon. There was discussion in April. There was also discussion regarding making the S.C. meeting and the Trip to Vancouver a double meeting taking two days. Tami is entertaining the idea of scheduling it around the S.C. meeting of May 12<sup>th</sup> so we could all go to Vancouver on May 13<sup>th</sup>. Maybe all travel together from Olympia?

\*ACTION ITEM\* Tami will check with Oregon people and try to schedule May 13 in Vancouver to look at Oregon model and hear about their pilots. Tami will get model to Steering Committee by Feb. 24 meeting so we can be prepared with questions and comments by May.

It was suggested that we discuss pilot strategies earlier in the meeting so we aren't so tired. Carrie wants to know what is the model for Integration? Linda questioned if the purpose of integration is for business function or if that becomes the main focus of the project? We won't know that until we have the data. Is the data model before or after the pilot project? Everyone agreed it was before.

## Meeting Review

Next meeting is in Spokane

Tami- More people come the better the communication the more productive we are. Tami also implores everyone to give her updates on things discussed in the meeting.

Everyone thanked Chuck for his program.

General good feedback to the meeting, considering everyone was coming back from extensive vacations.

WA-Trans Steering Committee Action Items List				
What	Who	When	Status	
All members not at the January 6 meeting need to	Dale, Tareq,	Prior to Feb.	Assigned	
provide Tami with home phone, cell phone or e-mail	Lisa,	24 meeting.		
or any combination of them. Also indicate whether	Blanchard			
you care if the information is shared with other				
steering committee member is needed.				
Provide Tami contact of Affiliated Tribes of NW	Patricia Paul	ASAP	Assigned	
Indians chair for future info.				
Reserve a meeting space in Spokane and find a	Tami and Ian	ASAP	Assigned	
recorder and projector for Feb. 24 <sup>th</sup>				
Schedule Seattle meeting at the I-90 tunnel if possible	Tareq/Holly	ASAP	Assigned	
for March 31, 9a.m. – 2 p.m.				
Schedule May 12 Meeting in Olympia.	Tami	ASAP	Assigned	
Check with Oregon people and try to schedule May 13	Tami	ASAP	Assigned	
in Vancouver to look at Oregon model and hear about				
their pilots.				
Get model to Steering Committee so we can be	Tami	Feb. 24	Assigned	
prepared with questions and comments by May.		meeting		
See who has railroads and see if their data will	Dave Cullom	ASAP	Assigned	
accommodate the business needs.			•	
Provide contacts for TIB (Steve Gorchester, Greg	Dan Dickson	ASAP	Assigned	
Plummer)			•	
Produce reports based upon model developed during	Linda/Chuck	Feb. 24	Assigned	
meeting (report on level 5 and level 4)		meeting	<u> </u>	
Provide more background information on ITAS group	Dan	ASAP	Assigned	
and what they are doing.			•	
Gather contacts and solicit GDT to come on board. If	Tami	ASAP	Assigned	
GDT proves unfruitful there are others in the same			•	
private sector to approach for follow up.				
Provide contact information for Boeing	Jerry	ASAP	Assigned	
Investigate contacting the federal railroads	Dave Cullom	ASAP	Assigned	
Change mitigation strategies that are underway to bold	Tami	ASAP	Assigned	
and add comments about status in italics following.			<u> </u>	
Change the word "stakeholder" to "partner" through				
out the document.				
Contact Tami with feedback regarding discussion of	All S.C.	Prior to Feb.	Assigned	
the Risk Assessment document. Please 1) Review	Members	24 meeting	-	
High 2) Go through moderate to see if they bump to				
high, 3) look for any new high.				
On the risk assessment move the issue of competing	Tami	Prior to Feb.	Assigned	
similar framework groups up to a higher risk and		24 meeting		
moving it out to it's own "cause".				
Add new steering committee members, so they would	Tami	ASAP	Completed	

Note: Italicized items are prior to January 6 Meeting but are still outstanding unless otherwise stated.

Date: 1/27/2003

WA-Trans Steering Committee Action Items List				
What	Who	When	Status	
have access a) Patricia Paul and b) David Wolfer to the Partners database		(really soon!)		
Check the business need and make sure Tulalip Tribes' business needs were included and to e-mail additional business needs to Tami to add.	Patricia	Prior to February 7, 2003	Complete	
Input data you have available for each type of data needed in the Internet application.	SC Member	Prior to Feb. 7, 2003		
Get information about how is their organizations getting data? If they are exchanging it what is it costing to exchange and format data and conflate it? How often do you do it? Also what does it cost to share your data with others? What is your investment in this? Provide to Tami	SC Members	January 22, 2003	Assigned	
Review minimum accuracy ranges for agreement and functionalities for each business need	SC Members	Prior to Feb. 24 meeting!!	Assigned	
Track monthly time/travel investments on the new web application.	SC Members including Feds	On a monthly basis prior to month end.	R.B., T.A.,J.B.	
Give Tami the following contacts: Nick Chrisman (U of W), Community College Contacts, Chris Wayne (ESRI) (U of W certificate program), U of W Engineering Interns, Dale Evans School of Public Policy.	Holly, Tareq and Dave C	ASAP	D.C. provided Nick Chrisman and Tim Nyerges.	
Prepare a job description (CQ) for the position of project administrative assistant.	Tami	ASAP	Assigned	
Populate the web database with their priority ratings on all the business needs and input available data information.	SC Members	Feb. 7 is LAST day to enter this information about currently identified business needs!!!	R.B., J.B., D.D.,I.V.,E.J., D.C.,T.A.	
Investigate inviting Tami to FMSIB meeting.	Eric	ASAP	Assigned	
Provide Tami with the information she has collected from the counties	Wendy	Prior to Jan. 6 meeting	In progress, however there may be legal issues.	
Provide information on Lessons Learned from other Framework Project efforts.	Carrie Wolfe	ASAP	Assigned	

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Date: 1/27/2003

WA-Trans Steering Committee Action Items List				
What	Who	When	Status	
Determine how public-private partnerships work	Tami	ASAP	Assigned	
Send Tami any opportunities for internships are in- kind resources or funding for an administrative assistant to help her out.	SC Members	Prior to next meeting	Assigned	
Get OGIC requirements and make sure they are covered in the document.	Nancy (no longer Dale)	Aug. 12	Assigned – Check with Ed Arabus or Dennis Scofield on this.	
Set up follow up meeting meetings with Military to see if we have their business needs identified.	Tami / SC Members	ASAP	Had meeting with Military, and got contacts. Will follow up.	
Give Tami contact information from the Association of Washington Cities and other contacts that may be useful. Check with Ashley Probart for a contact	Dan / Tami	ASAP	Assigned	
Look at the old ORBITS work and see if they are incorporated in the document.	Nancy	August 12	Assigned	

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Date: 1/27/2003